

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Executive Assistant**

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### **Summary:**

Under direction, performs a variety of professional, technical, and administrative duties of a highly confidential nature for the General Manager, Board of Directors, and Administrator Management Services, in accordance with District policies and procedures. Serves as Recording Secretary for the meetings of the District Board of Directors, Joint Power Authority Boards, and Board appointed Advisory Commissions.

### **Essential Duties and Responsibilities:**

- Coordinates the preparation and processing of Board and Commission agendas; ensures that Board and Commission packets are complete, including staff reports and related documents; coordinates the duplication, collation and distribution of the agenda packets, and posts to District web page.
- Ensures preparations for Board and Commission meetings; attends meetings and records proceedings; transcribes, prepares and distributes the minutes for meetings and maintains the official records of all Board and Commission meetings.
- Responsible for the protection and preservation of all official and/or confidential District documents; maintains a filing, suspense, and recall system for District contracts, agreements, and other legal documents; maintains a variety of central files.
- Coordinates District Board election matters and assists interested candidates with respect to filing procedures, campaign disclosure forms, regulations and applicable laws.
- Arranges/confirms travel and conference arrangements for Board of Directors and General Manager.
- Assists administrative staff in the preparation, compilation, typing, duplication and distribution of the preliminary and final budgets, and prepares mailing of correspondence pertaining to the annual District audit.
- Coordinates conflict of interest filings for Board Members, General Manager and Administrators, and others.
- Independently responds to complaints, information requests, letters, and general correspondence related to District policy and/or procedures.

### **Other Duties and Responsibilities:**

- Schedules use of District conference room.
- In the absence of the General Manager, reviews, determines priority of and routes correspondence addressed to the General Manager.
- Acts as Notary Public for District matters.
- Makes routine appointments and arranges for conferences and meetings scheduled by the General Manager.
- May be required to deliver documents or materials to various sites.
- May coordinate administrative workflow at Hillcrest Center.
- May be required to periodically fill in as Receptionist.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

**Education/Experience:**

Associates Degree or equivalent Business degree supplemented by position related specialized courses; five (5) years of increasingly responsible administrative and/or secretarial experience with two (2) years of qualifying local government experience; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to respond to inquiries or complaints from the general public or regulatory agencies orally and in writing. Ability to write minutes for publication that conform to prescribed style and format. Ability to present information to top management and Board of Directors.

**Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure. Ability to compute rate, ratio, percent, calculate figures and amounts such as discounts, interest, commissions proportions, and percentages and apply them to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations and to interpret a variety of instructions and draw valid conclusions.

**Other Required Skills**

Ability to take notes, use Dictaphone, and type accurately. Ability to establish and maintain cooperative and confidential relationships with staff and public in situations requiring tact, diplomacy, and poise. Ability to use software, spreadsheets, word processing, and access Internet.

**Certificates and Licenses:**

Ability to obtain Notary Public License within 6 months; California Driver's License

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

While performing the essential functions of this job the employee is generally not exposed to hazardous environmental conditions. The noise level in the environment is moderate.\*

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\* While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 25 pounds. The vision requirements include close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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JD1013 Reviewed 1/11

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*