

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Executive Assistant**

**Division:** Management Services

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### **Summary:**

Under general supervision, provides professional, technical and administrative duties of a highly confidential nature for the General Manager, Board of Directors, and the Management Services Director; maintains District records and oversees response to public records requests; provides professional advice to management and the Board of Directors on compliance with Brown Act provisions and other legal notifications and disclosure requirements; and performs other related duties as assigned.

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and executive support to the Board of Directors, General Manager and Management Services Director; coordinates and participates in preparing draft memoranda, correspondence, Board agenda materials and other documents and reports, often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete.
- Screens and provides information in response to inquiries to the General Manager or Board over the phone, in person and online; performs public relations duties, provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to appropriate staff and/or takes or recommends action to resolve issues.
- 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 agenda packets, and posts to the District's web page.
- Understands and complies with provisions of the Brown Act; drafts and arranges for the legal publication of notices, postings, ordinances and public hearings; ensures compliance with legal requirements governing the conduct of closed sessions.
- Attends meetings and records proceedings; maintains the official records of all Board and Commission meetings and disseminates all actions including minutes, ordinances, resolutions, leases, agreements and deeds; ensures compliance with other local, state and federal laws pertaining to public records, and statements of economic interest, and advises the Board and General Manager regarding the requirements of such legislation.
- Receives, reviews and prepares responses to Public Records Act requests in compliance with all legal requirements and mandated deadlines; consults with District management and legal counsel as necessary in collecting and redacting data in accordance with legal provisions.

- Coordinates District Board election and Committee appointments and assists interested candidates with respect to filing procedures, campaign disclosure forms, regulations and applicable laws; notifies affected parties of Fair Political Practices Commission (FPPC) requirements and deadlines.
- Maintains or oversees the maintenance of the General Manager's and Board's calendars; handles or refers matters as directed; prepares and processes General Manager and Board member expense reports and reimbursement requests; makes travel arrangements for General Manager, Board of Directors, and other department managers.
- 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.

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

- May be required to drive District or personal vehicle.
- Acts as Notary Public for District matters.
- Participates in and provides work guidance in the work of other District administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

#### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from an associate degree program supplemented by position-related specialized courses and five years of increasingly responsible administrative and/or secretarial experience with two 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 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 the 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to research and analyze a variety of administrative problems and consult effectively with administrators and managers to develop solutions.

**Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- California Notary License within six months of hire.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Other Required Skills:**

Use of word processing, spreadsheets and database programs including utilizing information systems to extract data from databases for interpreting and communicating data.

Ability to exercise tact and diplomacy in dealing with sensitive and complex issues.

Knowledge of laws, regulations and District Administrative Code Rules and regulations for the noticing and conduct of public meetings and hearings including requirements of the Brown Act and parliamentary procedures.

Knowledge of state and federal laws and regulations governing the creation, maintenance, use, retention and disposition of public records including privacy rights and requirements for dealing with confidential records and copyrighted materials.

Knowledge of applicable ordinances and laws pertaining to the conduct of Board elections.

Maintain confidentiality of information and work products.

**Supervisory Responsibilities:**

Provides lead work guidance to District administrative support staff.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to moderate to loud noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

## **Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch or crawl. The employee is occasionally required to lift up to 10 pounds. The vision requirements include close vision.

Title: Executive Assistant  
Revised 4/4/24

*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.*