



EXECUTIVE ASSISTANT

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Executive Assistant performs a wide variety of responsible secretarial and administrative support for the District Administrator, Administrative Services Manager and the Auburn Area Recreation and Park District Board of Directors. The Executive Assistant also acts as Clerk to the Board of Directors. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs as confidential Executive Assistant, including keeping and maintaining confidential records and files. Coordinates the preparation of Board of Directors and Committee Meetings and agendas, which include background materials and indexes; assembles, photocopies, has Directors' minutes bound and mailed and/or hand-delivered; faxes agendas to individuals and newspapers as required; Posts agendas in a timely fashion
- Attends Board and Committee Meetings as the Clerk to the Board per California Public Resource Code 5784.7; takes minutes and types in draft form for review by District Administrator. Prepares minutes in final form
- May attend staff and other meetings; prepares minutes as assigned
- Prepares draft copy of letters and memoranda from oral and written instructions
- Performs a variety of office assignments including filing, typing, data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel). Also operates a variety of office equipment
- Assists in updating District Manuals to include, but not limited to, Board Policy, Personnel Policy, Standard Operating Procedures manuals, and job descriptions
- Provides excellent customer service to residents, visitors and users of District facilities
- Responds to Requests for District information
- Performs assigned basic fact-finding studies and analyses; conducts research and compiles data and information as needed, and proofreads the work of District staff
- Screens calls and visitors; opens and distributes mail
- Performs duties as the District's Human Resources Clerk
- Processes and maintains workmen's compensation files
- Performs a variety of duties in employment process to include, but not limited to, posting and advertising job openings, processing applications, setting up interviews, conducting reference checks, scheduling background, fingerprinting and medical screenings
- Coordinates safety committee, staff safety education and training
- Acts as the main purchasing agent for office supplies

NON-ESSENTIAL JOB FUNCTIONS:

- Receives payments and issues receipts
- Assists with District benefit packages
- Conducts compensation surveys
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance-based programs, preferably on PC based systems; typing at minimum 45



W.P.M.; have knowledge of the following: theories, principles and practices common to the laws, rules and regulations governing the human resource practices for a public agency; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or equivalent with a concentration in management, public administration, or closely related field, and a minimum of four years responsible experience performing the functions of office support operations, or any combination of education and experience to meet qualification.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and occasionally in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Regularly scheduled part-time non-union confidential position.

Wage rate range

\$31.75 - \$51.93

Auburn Area Recreation and Park District is an Equal Opportunity Employer.