



MARIN MUNICIPAL WATER DISTRICT

Administrative Secretary to the General Manager

DEFINITION

Under direction, provides responsible and varied secretarial and office administrative assistance to the General Manager and the District's legal counsel; performs the function of Secretary to the Board; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial positions by the wider variety of more complex tasks performed, the greater degree of independence exercised, and the high degree of confidentiality required. The incumbent is required to use initiative, independent judgment, tact, and discretion, particularly when dealing with District management staff and members of the Board of Directors.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Acts as confidential secretary to the General Manager; to perform a wide variety of secretarial, clerical and administrative duties; receives and transcribes confidential dictation;
- acts as Secretary to the Board;
- prepares, assembles and distributes agenda materials for regularly scheduled and special Board meetings;
- attends evening Board meetings, takes notes, prepares accurate minutes of such meetings, and after review and approval, maintains official records of such minutes;
- follows up after Board meetings to ensure that materials are distributed, actions are taken, and individuals or organizations are notified;
- receives and screens visitors and provides factual information which may require the use of judgment or the knowledge and interpretation of the District's rules, regulations, policies and ongoing projects;
- assigns resolution and contract numbers as required;
- composes and types a wide variety of correspondence, reports, contracts, and varied legal documents from stenographic notes, tapes, or brief instructions;
- develops and maintains files of correspondence, records and other documents;
- schedules appointments; prepares and keeps meeting calendars;
- coordinates Board and management meetings and retreats and makes travel and conference arrangements;
- protects the confidentiality of information privy to executive management;
- receives and distributes a variety of material;
- may conduct research, compile information for specified narrative, statistical or financial reports;
- reviews completed work for compliance with established procedures, accuracy, and proper grammar; makes corrections as necessary;
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Office procedures and practices, including filing systems, receptionist and telephone techniques, business forms, operation of word processing and duplicating equipment, and letter and report writing;
- English usage, spelling, vocabulary, grammar and punctuation.

Ability to:

- Take and transcribe accurate minutes of Board meetings;
- perform difficult clerical, secretarial, and office administrative work to effectively relieve the General Manager of routine administrative details;
- learn, interpret and apply rules, regulations, and policies governing the Marin Municipal Water District;
- analyze situations accurately and adopt an effective course of action;
- assume responsibility and use good judgment in recognizing the scope of the position's authority;
- compose correspondence and reports independently;
- take dictation by hand or stenographic equipment and transcribe same accurately;
- effectively use word processing, spreadsheet, and other software necessary to perform assigned functions, including proficiency in the use of Microsoft Word®;
- type at a speed necessary for successful job performance;
- organize work, set priorities, and meet critical deadlines with a minimum of supervision;
- understand and carry out written and oral instructions;
- deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, judgment, poise and firmness;
- travel to alternative work locations and off-site meetings, depending on assignment.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- High school graduation and at least five years of increasingly responsible secretarial experience at least two of which must have been at the executive level;
- prefer college degree in administration or related field and at least five years of increasingly responsible secretarial experience of which two of which must have been at the executive level;
- experience both as a recording secretary and in working with elected officials is also desirable.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Must be available to attend evening meetings
- Depending upon assignment, possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 1991
Revised: October 2008
Approved by: Human Resources Manager