

Water Authority Position Description

EXECUTIVE ASSISTANT

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | EXAS | P26 | Mar 2017 |

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM A VARIETY OF HIGHLY RESPONSIBLE, CONFIDENTIAL AND COMPLEX SECRETARIAL AND ADMINISTRATIVE DUTIES; TO COORDINATE AND PARTICIPATE IN OFFICE SUPPORT FUNCTIONS IN SUPPORT OF THE DEPARTMENT'S GOALS AND OBJECTIVES; AND TO PROVIDE INFORMATION AND ASSISTANCE TO THE PUBLIC REGARDING AUTHORITY POLICIES AND PROCEDURES.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN BUSINESS OR RELATED FIELD, PLUS FIVE (5) YEARS EXPERIENCE IN OFFICE ADMINISTRATION INCLUDING ONE (1) YEAR OF DIRECT SUPERVISORY OR TECHNICAL LEAD IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM CHIEF OPERATING OFFICER.

MAY EXERCISE DIRECT SUPERVISION OVER ADMINISTRATIVE STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM COMPLEX ADMINISTRATIVE, SECRETARIAL AND CLERICAL DUTIES IN SUPPORT OF ASSIGNED DEPARTMENT DIRECTOR; RECOMMEND IMPROVEMENTS IN WORK FLOW, PROCEDURES AND USE OF EQUIPMENT AND FORMS.
2. MAINTAIN A CALENDAR OF ACTIVITIES, MEETINGS AND VARIOUS EVENTS FOR ASSIGNED DIRECTOR; SCHEDULE MEETINGS AND COORDINATE ACTIVITIES WITH OTHER AUTHORITY DIVISIONS, THE PUBLIC AND OUTSIDE AGENCIES; MAKE TRAVEL ARRANGEMENTS AS REQUIRED.
3. SCREEN OFFICE AND TELEPHONE CALLERS; RESPOND TO COMPLAINTS AND REQUESTS FOR INFORMATION ON REGULATIONS, PROCEDURES, SYSTEMS AND PRECEDENTS RELATING TO ASSIGNED RESPONSIBILITIES.
4. COORDINATE THE PREPARATION OF VARIOUS REPORTS, MEMORANDA AND CORRESPONDENCE OF A TECHNICAL OR CONFIDENTIAL NATURE.
5. OVERSEE AND REVIEW THE WORK OF ADMINISTRATIVE STAFF; PROVIDE TRAINING AS NECESSARY; PROVIDE INFORMATION ON OFFICE PROCEDURES; RESPOND TO AND RESOLVE INQUIRIES.
6. OVERSEE AND COORDINATE ACTIVITIES RELATED TO THE DEVELOPMENT AND ADMINISTRATION OF THE DEPARTMENT ANNUAL BUDGET; MONITOR EXPENDITURES; IMPLEMENT ADJUSTMENTS.
7. SERVE AS LIAISON FOR THE CHIEF OPERATING OFFICER WITH AUTHORITY DIVISIONS AND OUTSIDE AGENCIES; NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
8. REVIEW, RESEARCH AND SUMMARIZE A VARIETY OF FISCAL, STATISTICAL AND ADMINISTRATIVE INFORMATION INCLUDING DEPARTMENT PAYROLL; PREPARE RELATED REPORTS AND CORRESPONDENCE.
9. ATTEND MEETINGS AND SERVE AS RECORDING SECRETARY AS ASSIGNED; DISTRIBUTE INFORMATION TO APPROPRIATE STAFF AS NECESSARY.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN INVENTORY OF OFFICE SUPPLIES; OBTAIN ESTIMATES FOR ORDERING PURPOSES; ORDER SUPPLIES AS NEEDED.
2. MAY INITIATE DEPARTMENT PERSONNEL ACTIONS INCLUDING POSITION RELEASES, HIRING, RESIGNATIONS AND TERMINATIONS; DEVELOP HIRING GUIDELINES; ADVISE HIRING SUPERVISORS ON SUCCESSFUL HIRING PROCEDURES.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
ELECTRONIC SPREADSHEET AND WORD PROCESSING SOFTWARE
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
PRINCIPLES AND PRACTICES OF MUNICIPAL BUDGET PREPARATION
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

INDEPENDENTLY PERFORM THE MOST DIFFICULT SECRETARIAL AND ADMINISTRATIVE SUPPORT SERVICES
PERFORM RESPONSIBLE AND DIFFICULT SECRETARIAL WORK INVOLVING THE USE OF INDEPENDENT JUDGMENT AND PERSONAL INITIATIVE
INDEPENDENTLY PREPARE A VARIETY OF REPORTS AND CORRESPONDENCE
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD PROCESSING AND SPREADSHEET APPLICATIONS
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
MAINTAIN MENTAL CAPACITY WHICH ALLOWS THE CAPABILITY OF MAKING SOUND DECISIONS AND DEMONSTRATING INTELLECTUAL CAPABILITIES
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME.