

Water Authority Position Description

EXECUTIVE SERVICES COORDINATOR

Status	Position Code	Level	Date
APPROVED	EXSC	P27	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 COMPLEX EXECUTIVE SUPPORT WORK REQUIRING SPECIALIZED KNOWLEDGE AND EXPERIENCE TO INCLUDE CLAIMS SUPPORT FOR RISK MANAGEMENT. PROVIDE STAFF SUPPORT TO WATER AUTHORITY BOARD AND SERVE AS SECRETARY TO WATER AUTHORITY LABOR BOARD.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN BUSINESS OR A RELATED FIELD PLUS SEVEN (7) YEARS ADMINISTRATIVE ASSISTANT EXPERIENCE PROVIDING ADMINISTRATIVE SUPPORT TO MANAGEMENT OR EXECUTIVE STAFF.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM EXECUTIVE OFFICER.

ESSENTIAL FUNCTIONS

1. PERFORM COMPLEX ADMINISTRATIVE AND SECRETARIAL DUTIES FOR EXECUTIVE STAFF, WATER AUTHORITY BOARD, WATER AUTHORITY LABOR BOARD AND HEARING OFFICERS.
2. CHECK AVAILABILITY OF SCHEDULES FOR STAFF AND BOARD MEMBERS AND SCHEDULE MEETINGS. PREPARE AGENDA FOR MEETINGS, ATTEND ALL MEETINGS, ANNOUNCE PUBLIC COMMENT PARTICIPANTS AND OTHER ISSUES WHEN REQUIRED. RECORD AND PREPARE MINUTES WHEN NECESSARY. SET UP MEETING ROOMS AND PROVIDE ASSISTANCE AS NEEDED BY BOARD MEMBERS AND HEARING OFFICERS.
3. DEVELOP AND COMPILE DOCUMENTS FOR MEETINGS. ENSURE PROPER FORMATTING AND DISTRIBUTE INFORMATION AS APPROPRIATE AND NECESSARY. PREPARE BINDERS WITH OFFICIAL LEGISLATION OF THE WATER AUTHORITY.
4. COORDINATE GRIEVANCE PROCESSING. MONITOR THE PREPARATION OF CORRESPONDENCE OF A CONFIDENTIAL NATURE. ENSURE ESTABLISHED PROCESS IS FOLLOWED AND ENSURE TIMELINESS FROM INVOLVED PARTIES WITH RESPECT TO NOTICE OF MEETINGS AND HEARINGS, DOCUMENT PROCESSING AND COMPLETION OF HEARINGS.
5. SERVE AS LIAISON BETWEEN THE EXECUTIVE OFFICE AND OTHER WATER AUTHORITY DIVISIONS OR OUTSIDE AGENCIES.
6. COORDINATE THE ORGANIZATION, STAFFING AND OPERATION ACTIVITIES FOR THE FLOW OF WATER AUTHORITY LEGISLATION BEING INTRODUCED AND PROCESSED. MANAGE THE PROPER PROCESSING OF ORDINANCES, RESOLUTIONS AND MEMORIALS THROUGH THE WATER AUTHORITY LEGISLATIVE PROCESS, INCLUDING SCHEDULE ALL LEGISLATION IN ACCORDANCE WITH STATE STATUTES, WATER AUTHORITY ORDINANCES AND RULES OF PROCEDURE.
7. CREATE AGENDA AND ALL LEGISLATIVE DOCUMENTS FOR AGENDA PREPARATION AND ONLINE ACCESS, INCLUDES ORDINANCES, RESOLUTIONS, COMMUNICATIONS, PRESENTATIONS AND MEMORIALS, AND OTHER DOCUMENTS THAT ARE NECESSARY USING LEGISTAR 5 AND INSIGHT CALENDAR.
8. OPERATE VIDEO RECORDER PROCESS DURING MEETINGS, EDIT VIDEO POST MEETING "TIMESTAMP VIDEO FOR ACCURACY AND POST FINALIZED VIDEO ON WEBSITE USING MEDIA MANAGER.
9. CREATE POST MEETING DOCUMENTS TO INCLUDE VIDEO AND SUMMARY MEETING MINUTES USING GRANICUS SOFTWARE SYSTEM, PUBLISH TO WEBSITE, MAINTAIN ALL FILES FOR INTERNET ACCESS.

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10. PERFORM RESPONSIBILITIES RELATED TO RISK MANAGEMENT:
 - A. RECONCILE INVOICES AND PROCESS ALL PAYMENTS FROM RISK MANAGEMENT VENDORS MONTHLY.
 - B. RECEIVE AND SUBMIT CLAIMS FROM ALL WATER AUTHORITY INSURANCE CARRIERS. SUBMIT CLAIMS FOR DAMAGES OR NEGLIGENCE BY WATER AUTHORITY TO PRIVATE PROPERTY, RESEARCH ISSUE BY USING MAXIMO AND CC&B AND CALLING FIELD SUPERVISORS FOR INFORMATION; DETERMINE IF WATER AUTHORITY IS AT FAULT TO APPROVE OR DENY PAYMENT OF CLAIMS.
11. ASSIST WITH PREPARATION OF CONTRACT DOCUMENTS AND COORDINATE THE INITIATION OF PURCHASE ORDERS, ADJUSTMENTS AND PAYMENTS FOR CONTRACT SERVICES.
12. SERVE AS RECORDS CLERK FOR THE WATER AUTHORITY. MAINTAIN AND CREATE OFFICIAL FILES FOR WATER AUTHORITY. PROVIDE REQUESTED INFORMATION ENSURING COMPLIANCE WITH ALL WATER AUTHORITY RULES AND REGULATIONS AND FEDERAL AND STATE LAWS AND REGULATIONS.
13. PROVIDE CONSTITUENT SERVICES TO FEDERAL, STATE, AND LOCAL ELECTED OFFICIALS AND THEIR OFFICES.
14. ASSIST MEMBERS OF THE PUBLIC WITH COMPLAINTS AND ANSWER QUESTIONS RELATED TO REGULATIONS AND PROCEDURES RELATED TO ASSIGNED RESPONSIBILITIES. REVIEW AND ASSIGN INCOMING EMAILS FROM WEBS
15. MAINTAIN A CALENDAR OF ACTIVITIES, MEETINGS AND VARIOUS EVENTS FOR OFFICE INCLUDING PREPARATION OF VARIOUS REPORTS, MEMORANDA AND CORRESPONDENCE OF A TECHNICAL OR CONFIDENTIAL NATURE. COORDINATE AND SCHEDULE TRAVEL ARRANGEMENTS FOR EXECUTIVE DIRECTOR OR OTHER STAFF.
16. OPERATE A VARIETY OF OFFICE EQUIPMENT INCLUDING BUT NOT LIMITED TO, RECORDING/TAPE DEVICES, MEETING PROJECTOR, TYPEWRITER, ADDING MACHINE, COMPUTER, FAX AND SCANNER.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN INVENTORY OF OFFICE SUPPLIES. OBTAIN ESTIMATES FOR PURCHASES. ORDER SUPPLIES AS NEEDED.
2. RECORD DOCUMENTS WITH COUNTY CLERK OR OTHER AGENCIES AS NEEDED.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND METHODS OF COMMUNICATIONS AND PUBLIC SPEAKING
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
WORD PROCESSING AND SPREADSHEET SOFTWARE
GRANICUS SOFTWARE FOR LEGISLATIVE PUBLICATIONS (I-LEGISLATE)
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT
PERTINENT
FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS, INCLUDING NEW
MEXICO INSPECTION OF PUBLIC RECORDS AND OPEN MEETINGS ACTS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

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 WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION READ, UNDERSTAND AND APPLY WATER AUTHORITY RULES AND REGULATIONS AND LABOR CONTRACTS WRITE LETTERS, MEMORANDA AND REPORTS USING CLEAR, CONCISE AND GRAMMATICALLY CORRECT ENGLISH ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION NECESSARY FOR SITTING FOR PROLONGED PERIODS OF TIME; EXTENSIVE USE OF COMPUTER KEYBOARD