



Hidden Valley Lake Community Services District

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

| Reports to: General Manager | Hourly Salary Range | | | | |
|-----------------------------|---------------------|---------|---------|---------|---------|
| Status: Non - Exempt | Step A | Step B | Step C | Step D | Step E |
| Effective Date: 7/1/2018 | \$27.05 | \$28.40 | \$29.82 | \$31.31 | \$33.00 |

Definition/Summary

To provide administrative support to the General Manager and the Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

Essential Functions

- ✓ Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- ✓ Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- ✓ Manage confidential information for the General manager and Board of Directors.
- ✓ Maintain all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access.
- ✓ Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- ✓ Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- ✓ Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information and education.
- ✓ Maintain District insurance records annually including District vehicle and facility inventory.
- ✓ Manage the District Records Retention and Records Destruction Policy.
- ✓ Maintain the District website.
- ✓ Provide basic IT support for the District.
- ✓ Complete annual reporting to the California urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- ✓ Oversee the District Water Conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- ✓ Oversee the District Outreach Program in print and electronic media.

Other Duties

Undertake special projects as directed by the General Manager.

Qualifications/Education

Incumbent must have a high degree of proficiency in secretarial and administrative support skills and at least five years of general secretarial/administrative experience. Knowledge of the California Government Code – specifically, the Brown Act - is a must. A High School Diploma is required.

Licenses/Certifications

Special District Institute Certification is required and may be completed within the first two years of employment. Incumbent must be a Certified Notary.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

