



## ASSISTANT TO THE GENERAL MANAGER

### Unrepresented Employee -Exempt

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#### POSITION CHARACTERISTICS

To perform responsible, complex, and confidential administrative duties for the General Manager; and to provide information and respond to questions from the Board of Directors and public.

To manage, direct and participate in programs and projects under the General Manager's responsibility; and to assist in performing a wide variety of professional administrative tasks and special studies involving research and analysis for the General Manager.

#### Supervision Received And Exercised

Receive general direction from the General Manager.

Exercise technical and functional supervision on specific projects over secretarial personnel.

**Examples of Duties** - Duties may include, but are not limited to, the following:

Represent the District to the public, business people, Board members, consultants, and other agencies at the request of the General Manager; provides information that requires the use of judgment, knowledge, and interpretation of applicable policies and procedures.

Provide assistance to the Board, as necessary.

Coordinate General Manager office activities and schedules; develop and recommend District-wide office procedures and systems; manage District executive office operations.

Analyze and prepare staff reports and documents; prepare weekly Board letter and coordinate distribution; draft correspondence for General Manager's signature.

Assist in the development and management of various programs under the General Manager's responsibility.

Assist in the implementation and follow-up on Board decisions and requests as directed by the General Manager.

Assist in the gathering, tabulation, and analysis of data on a variety of administrative and policy matters; confer with management staff; provide input on recommendations; prepare draft policies and procedures; draft and handle confidential materials and/or labor relations related materials.

Assist the Executive Assistant to the General Manager in compiling and coordinate Board of Director's agenda material; review staff reports for clarity, identification of actions needed, appropriateness of budget accounts and assist in the development of the General Manager's staff recommendations on Board actions.

Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the General Manager's office including receipt and distribution of mail and telephone calls; evaluation of projects and items requiring priority attention of the General Manager.

Make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

**Knowledge of:**

Principles of municipal office systems and procedures; organization and procedures of the General Manager and Board of Directors.

Governmental functions and community organizations operations and procedures.

Office methods and equipment, computer applications and systems.

Business English, composition and proper format.

**Ability to:**

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; observe and problem solve operational and procedures issues.

Assist in the coordination of various programs related to special districts.

Conduct research and independently prepare reports.

Evaluate and recommend changes to policies, programs and practices.

Communicate clearly and concisely, both orally and in writing. On a continuous basis interpret General Manager's requests and communicate and implement the requests throughout the organization.

Establish and maintain effective working relationships with those contacted in the course of work.

Coordinate deadlines and events in a highly sensitive environment.

Independently employ good judgment and make sound decisions in accordance with established procedures and policy.

Type accurately at a speed of 60 words per minute; take dictation at a speed necessary for successful job performance.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent of the completion of the twelfth grade supplemented by secretarial/office management course work. Associate's degree in business, math, statistics or accounting preferred.

**Experience:** Six years demonstrated experience in a professional staff capacity performing general administrative support work in management including at least four years working in a independent capacity for a Chief Executive Officer or top manager within an organization.

**Physical Demands:**

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business to attend meetings sites and facilities around or outside the District service area. The duties of the position require the ability to observe, talk, listen, and operate common office equipment including a computer, copier, and telephone. Occasionally, work requires lifting or moving up to 15 pounds.

Adopted: October 20, 2004

Approved: \_\_\_\_\_  
Assistant General Manager – Administration