



## BEAUMONT-CHERRY VALLEY WATER DISTRICT

Department: Finance & Administration

FLSA Status: Exempt

### **ADMINISTRATIVE ASSISTANT**

Position is Open until Filled

Hours per week: 40

Starting Salary: \$ 20.55 to \$ 24.98 per hour

\$42,744 to \$51,958.40 annually

#### Job Summary

The Administrative Assistant position performs routine to complex clerical and administrative duties to provide department and District-wide support, generally under the direction of the Finance and Administrative Department; prepares Board agenda, Board minutes, and Committee minutes, maintains official records of Board and Committee proceedings and actions, and related work. This position performs data entry, maintain personnel records, produces memorandums and other tasks as assigned. The selected candidate must be able to work while under pressure with frequent interruptions while interacting with District personnel.

#### Duties and Responsibilities

An employee in this classification reports directly to the Director of Finance & Administrative Services.

- Provides direct and confidential assistant support to one or more professional or management positions; gather and organize a variety of informational materials.
- Compile material and other information; prepare and distribute the Board agenda and package under the direction of the Director of Finance & Administrative Services.
- Develop and maintain minutes of the Board of Directors, following up as necessary with proper distribution of resolutions and actions.
- Maintain official records of Board proceedings and actions under the direction of the officially designated "District Secretary".
- Establish and maintain a variety of records and files; personnel records, records retention.
- Prepare, edit, assemble and distribute correspondence, reports, documents, agenda, and other material; attend meetings and take minutes, and other items as delegated by the Director of Finance, General Manager and Board Members.
- Perform a variety of special studies and prepare reports; oversee and/or participate in special projects at the direction of the Department Head or their designee.
- Establish and/or maintain a filing and retrieval system for interrelated files and records.
- Maintain District website calendar.
- Make appointments and maintain appointment calendar for Board members.
- Answer the telephone and receive office visitors, providing a variety of information about District policies, programs and functions.
- Make travel and meeting arrangements. Prepare progress and control charts.
- Operate a variety of office equipment and computers in the performance of work assignment.

- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

### Typical Physical Activities

- Operate District vehicles in administrative and managerial functions
- Communicate orally with District management, co-workers, and the public in face to face, one to one and group settings.
- Regularly use a telephone for communication
- Use office equipment such as computer terminals, copiers, and FAX machines
- Sit for extended periods of times
- Regularly uses a telephone for communication.
- Hearing and vision within normal ranges.

### Employment Standards

#### Knowledge and Abilities:

- Operation, procedures, policies, and precedents of the District
  - Office management principles, operations, and procedures
  - Development and maintenance of filing and record keeping systems
  - Agenda preparation and distribution requirements for the District Board
  - Notification and publication requirements for Board actions, ordinance and resolutions
  - Fiscal record keeping
  - Computer systems and software applications related to District executive, management support and administrative functions, including word processing and spreadsheet software, as appropriate
  - Correct English usage, spelling, grammar and punctuation
  - Principles of supervision and work coordination
  - Perform a variety of complex and responsible administrative support
  - Prepare agenda, minutes and records for the Board of Directors
  - Perform a variety of office management functions
  - Prepare correspondence
  - Perform research and prepare documents and reports
  - Maintain, update and insure the accuracy of fiscal records and data
  - Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands
  - Use computers and applicable software in the performance of office and administrative support assignments
  - Effectively represent the District, including its programs and policies, with the public and other agencies.
  - Establish and maintain cooperative working relationships
  - Possession of a valid Class C California Driver License and satisfactory driving record.
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### Special Requirements:

- Attend and take minutes at evening meetings as required.
- Receive satisfactory results from a background investigation, a drug screen.

### Desirable Qualifications

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Completion of advanced educational training in office administration skills is highly desirable. Four years of increasingly responsible experience in performing a variety of office and administrative support work, preferably including at least one year in a supervisory or lead position.

### **Application Process**

To apply, please visit: <https://bcvwd.org/employmentopportunities>

**Submit a completed BCVWD application to [hr@bcvwd.org](mailto:hr@bcvwd.org).** Resumes can be included and inclusion is recommended, however will not be accepted in lieu of the complete employment application. Applications may also be obtained at the District's Office: 560 Magnolia Ave, Beaumont, CA 92223. Reference employment position "Administrative Assistant" on the Application.

***Please note:*** Employment is contingent upon successful completion of a background investigation and a drug test.