



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## EXECUTIVE SECRETARY

<b>Group-Section:</b> Office of the General Manager - Board of Directors	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 051 <b>Job #:</b> 061
--	--	---

### JOB SUMMARY

Responsible for coordinating a variety of administrative, ministerial, and administrative support functions for the Board of Directors and related committees, Metropolitan staff, member agencies, and the general public.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff. Provides functional supervision to employees within groups who act as board letter coordinators and committee coordinators.

### JOB DUTIES

1. Coordinates all meetings of the Board of Directors which include staff activities and various Metropolitan issues to ensure that all Board of Directors meetings are conducted in accordance with internal policies and parliamentary procedures; interfaces with Board members, Metropolitan managers, staff, member agencies managers, and the general public on a regular basis on various Metropolitan issues; and reviews scripts for the Board Chairman on a monthly basis to ensure agenda items can be addressed by the Board Chairman in accordance with pre-established parliamentary procedures.
2. Attends board and assigned committee meetings; takes minutes; prepares and types board and committee meeting minutes; and reviews all minutes for committees before distribution to the Board of Directors.
3. Prepares the agenda for monthly Board of Directors meetings and similar agendas for standing committees, special committees, and ad hoc committees of the Board of Directors to ensure timely and efficient operations of all board-related activities; and proofreads all letters for the Board and committee agendas and ensures consistency of all letters.
4. Provides administrative support for directors; responds to telephonic and written requests of directors; processes incoming mail; reviews board expenditures for compliance with policy and procedures; maintains filing system for committee actions; maintains a record of all ordinances, resolutions, and orders passed or adopted by the Board; and accepts legal service and claims on behalf of Metropolitan.
5. Assists executive secretarial and administrative staff as needed.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Associate's degree from an accredited college or technical school and five years of executive secretarial work experience; or two years of executive secretarial experience may substitute for the degree requirement.

**Required Knowledge of:** Parliamentary procedures relating to board meetings; budget practices and procedures; Metropolitan Administrative Code; Metropolitan Water District Act; business letter practices; basic report preparation; methods and techniques for maintaining complex filing and retrieval systems; English usage; spelling, grammar, and punctuation; and office procedures and equipment.

**Required Skills and Abilities to:** Prepare board minutes and scripts; organize and maintain records of ordinances, resolutions, orders, minutes, scripts, and other board-related documents; interface with board members on sensitive and confidential issues; take and prepare minutes; interpret and explain Metropolitan policies and procedures; prepare letters, reports, and other documents; work under the pressure of deadlines; perform responsible administrative work involving the use of independent judgment and personal initiative; and use business applications such as word processing, spreadsheets, and presentation.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Job Title: Executive Secretary

Job Code: 061

Adopted: 04/27/05

Revised: 04/01/16

Supersedes: 04/27/05

Page: 2

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements