

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
CLASSIFICATION DESCRIPTION**

**Classification Title:** STAFF ASSISTANT TO THE GENERAL MANAGER

**Bargaining Unit:** 01-Unrepresented

**Class Code** V01 **Grade:** 72 **EEOC Category:** 5 **Overtime Exempt:** N

**Physical Class:** 2 - Light

**Group:** Office of the Executive Officer

**Reports to:** General Manager

**JOB SUMMARY**

Provides administrative and analytical staff support to the General Manager which includes management of the calendar, communications processes, monitoring and reporting on the status of work assignments given to staff members, conducting research for special projects which may include data gathering, data analysis, and report or correspondence preparation.

**ESSENTIAL FUNCTIONS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Reviews incoming correspondence addressed to the General Manager to determine appropriate action, routing and/or assignment.
2. Gathers and compiles data and reports needed by the General Manager for upcoming meetings.
3. Attends meetings with the General Manager to record assignments and corresponding due dates; tracks and logs status of current assignments; follow-up with staff on overdue assignments.
4. Determines priorities in scheduling meetings and setting calendar for the General Manager in response to internal and external customer requests; also interfaces with the General Manager's secretary regarding calendar issues.
5. Assists the General Manager in the preparation and editing of various documents for submittal to the Board of Directors.
6. Serves as communications link between the General Manager and elected officials.

**Metropolitan Water District of Southern California  
Staff Assistant to the General Manager**

7. Represents the General Manager at meetings; gives feedback to the General Manager on points discussed or decisions made.
8. Assists with a variety of special projects as assigned.
9. Perform other related duties as required.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

- Bachelor's degree from an accredited college or university with a major in business or public administration, and four years of analytical, staff and/or administrative support experience, **OR** an equivalent combination of education and experience.

**CERTIFICATES, LICENSES, AND REGISTRATIONS**

Possession of or the ability to obtain a valid California driver's license may be required

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles and practices of public administration and business management
- Methods and techniques of data collection and administrative analysis
- Principles of business letter writing and basic report preparation
- Accepted concepts of public and community relations
- English usage, grammar and punctuation
- Basic statistics

**Skill and ability to:**

- Operate a personal computer
- Gather and analyze data and prepare reports and recommendations
- Organize, coordinate and prioritize a variety of assignments with varying deadlines
- Work effectively under pressure with frequent interruptions
- Communicate effectively, both orally and in writing
- Prepare clear and concise written reports and correspondence
- Establish and maintain good working relationships with those contacted in the course of the work

**PERFORMANCE CATEGORIES**

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY**

**Supervisory scope:**

Job Title: Staff Assistant to the General Manager

Job Code: V01

Revised: Salary Grade change from 54 to 70 dated 12/02/07

Supersedes: Salary change Grade 51 to 54 per Board Letter 8-8 dated 10/12/04

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