

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** EXECUTIVE SECRETARY
2. **Employment Classification:** Non-Exempt
3. **Department:** Administration
4. **Reports To:** General Manager
5. **Fundamental Objective:** Under the direct supervision of the General Manager, performs a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the District.
6. **Level of Supervision Required:** Minimal. Direction is provided by the General Manager.
7. **Supervisory Responsibilities:** May exercise direct or indirect supervision over other secretarial and clerical positions.
8. **Essential Job Duties and Responsibilities:**
  - A. Perform a wide variety of complex, responsible, administrative and confidential duties for professional and managerial staff.
  - B. Interpret District policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
  - C. Independently respond to letters and general correspondence of a routine nature.
  - D. Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.
  - E. May take shorthand and/or transcribe from machine recordings and operate office equipment including computers, etc.
  - F. Type a variety of materials, including general correspondence and memoranda.
  - G. Participate and assist in the administration of major programs, committees, etc.; prepare comprehensive reports, compile annual reports, etc.

- H. Research, compile and analyze data from special projects and various reports.
- I. Initiate and maintain files and personnel records.
- J. Screen phone calls, visitors, and mail.
- K. May be asked to attend various meetings to take notes and prepare minutes, coordinate meeting schedules, and be responsible to contact appropriate individuals.
- L. Recommend organizational or procedural changes affecting clerical activities.
- M. Assist customer service department on an as needed basis by performing various tasks including but not limited to preparing deposits, processing payments, opening/closing customers accounts, and posting electronic payments.
- N. Perform related duties as assigned.
- O. Water Waste Reports - Compile and input data to a spreadsheet, send out formal notices of violation, complete High Water Users report, research, compile and analyze information for various water waste reports monthly. Responsible to follow up with any violations issued.
- P. Unanticipated Water Use Claims - Research, compile and calculate data from customer accounts as well as submitted information from customers in order to issue a water waste credit. Responsible to follow up with any claims issued.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. English usage, spelling, grammar, and punctuation.
2. Modern office methods, procedures and equipment.
3. Business letter writing.
4. Principles of supervision, training and performance evaluation.

**B. Ability to:**

1. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
2. Communicate effectively and courteously, both orally and in writing.
3. Compose general correspondence and letters.
4. Work cooperatively with other staff, Board members, and outside agencies.
5. Interpret and apply administrative and District policies, laws and rules.
6. Operate and use modern office equipment.
7. Work independently in the absence of supervision and work under pressure to meet deadlines.
8. Analyze situations carefully and adopt effective courses of action.
9. Plan, organize and schedule priorities in the office.
10. Coordinate and maintain effective working relationships with staff and public.
11. Supervise, train and evaluate subordinates.
12. Type at a speed sufficient to complete a high volume of work in a timely and accurate manner.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of responsible secretarial experience comparable to this job experience is preferred.

**Education:** Equivalent to the completion of the twelfth grade, including or supplemented by special or college level clerical and/or business courses.

**Certifications:** None.

**Licenses:** None.

Must also successfully complete physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**11. Physical Requirements:**

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

**EXECUTIVE SECRETARY**  
**JOB DESCRIPTION APPROVAL**

**Department Manager Recommendation:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**General Manager Approval:**

Signature: \_\_\_\_\_ 

Date: \_\_\_\_\_ 10 May 2016

**Received and Recorded by Human Resources:**

Signature: \_\_\_\_\_ 

Date: \_\_\_\_\_ 5/12/16