

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** ADMINISTRATIVE ASSISTANT
2. **Employment Classification:** Non-Exempt
3. **Department:** Administration
4. **Reports To:** General Manager
5. **Fundamental Objective:** Under the direct supervision of the General Manager, prepares and posts agendas, records meetings, maintains district records, ensures compliance with legal requirements, provides broad administrative support to the Board of Directors and the General Manager, assists in the development of District policies, and provides human resources planning, administration, and support.
6. **Level of Supervision Required:** Minimal. Direction is provided by the General Manager.
7. **Supervisory Responsibilities:** None.
8. **Essential Job Duties and Responsibilities:**
 - A. Prepare and post board meeting agendas and packets, record meeting minutes, and maintain District records.
 - B. Attend and take notes at internal meetings as needed.
 - C. Administer and Track Human Resources compliance, including performance evaluations, disciplinary actions, accident/injury reports (OSHA), Worker's Compensation Claims, Family and Medical Leave Act, Americans and Disabilities Act, Fair Employment, COBRA, and other relevant requirements.
 - D. Enroll, administer, and process employee benefits.
 - E. Administer employee physicals and drug testing as required by District regulations and policies.
 - F. Respect and maintain the confidential nature of personnel records and events.
 - G. Data base management, data analysis and reporting for management.

- H. Assists in development and interpretation of applicable regulations, policies, procedures, and covenants, and make recommendations to the General Manager.
- I. Assists Board of Directors with compliance of Ethics and Sexual Harassment Training and specific forms as required by the State and County.
- J. Administer various programs including, but not limited, to conservation, public relations, permitting, etc.
- K. Plan and coordinate staff and supplies for public events.
- L. Represent the District at certain meetings as directed by the General Manager.
- M. Prepare reports.
- N. Collect data and information, and conduct and administer surveys.
- O. Make recommendations concerning various administrative policies and duties.
- P. Collect, sort, and distribute incoming mail.
- Q. Perform other duties as assigned.

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. General knowledge and appreciation of laws, and regulations that relate to Special District governance and to human resources.
2. District regulations, policies, practices, and procedures relating to the Board of Directors, District governance and to human resources.
3. Principles of organization, administration, budget, and personnel management.
4. Modern office methods and equipment, including the District's software and computer equipment used in utility billing.
5. Customer and labor relation skills.

B. Ability to:

1. Effectively utilize the District's computer and software to administer, track, and report human resource events, and other activities.
2. Communicate effectively and courteously, both orally and in writing, with Board Members, public, and staff.
3. Prepare for Board and Committee meetings independently.
4. Prioritize and complete management projects without close supervision and guidance.
5. Establish and maintain effective working relationships with other District staff.
6. Prepare press releases on various technical and financial issues.
7. Prepare and administer contracts, etc.

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 progressively responsible administrative experience, with significant data management exposure.

Education: High school diploma or equivalent required. Additional college courses or business-related training is preferred.

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.

ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____
[Handwritten Signature]

Date: _____
9 May 2016

Received and Recorded by Human Resources:

Signature: _____
Rose Koch

Date: _____
5/12/16