



## **JOB DESCRIPTION**

### **Executive Assistant**

#### THE POSITION

The position serves in the capacity of Executive Assistant, reporting to the Director of Administration and providing support to the District Manager, the Board of Directors and the Administration Department, handling a wide variety and high volume of secretarial and administrative duties. The position also occasionally serves as secretary to the Board of Directors during its meetings held in the evenings. The individual must be a skilled professional, self-starter, be able to handle multiple projects and activities simultaneously, and possess a high level of independent judgment, time management and organizational skills.

#### EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Performs responsible clerical and secretarial work as required and assists with administrative detail
- Types correspondence, reports, forms, and legal documents with accuracy and speed, and reviews for completeness
- Composes and drafts correspondence independently or from brief oral instructions
- Arranges travel, meetings and conferences
- Takes minutes at group and committee meetings
- Answers routine correspondence on procedural or informational matters
- Meets the public and vendors with tact and courtesy, both in person and over the telephone
- Maintains accurate and complete records, reports, public documents and files
- Maintains District files
- Coordinates Social Media Communication
- Offers suggestions regarding procedures and activities within the scope of responsibility
- Works with other District departments and staff on assigned projects and in the course of performing routine administrative tasks
- Serves as lead for District clerical duties

The position may perform other related work as assigned.

#### EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires graduation from high school or equivalent, and at least five (5) years of responsible secretarial / administrative experience. College-level coursework and/or (3) years experience working for a public agency is desirable. Requires excellent written and verbal communication skills; knowledge of modern office practices and procedures, including filing and standard office equipment operation; business English, including vocabulary, spelling, grammatical usage and punctuation. Ability to take dictation or fast notes and transcribe it accurately is a plus. Requires a typing speed of 60+ words per minute with accuracy. Must be proficient in the use of the computer and computer software, including Microsoft Office, Word, Excel and Power Point; fluency with advanced features is preferred. Requires the ability to learn additional programs as applicable to the duties of the position. Must be skilled at using the

Internet for researching information, ordering supplies, making reservations and for other work-related items.

License: A valid California driver's license with a good driving record is required. At interview, must provide a copy of high school diploma or GED certification and a Motor Vehicle Report (not more than 30 days old) from the Department of Motor Vehicles.

#### PHYSICAL ACTIVITY REQUIREMENTS

This position will require sitting approximately 70% of the time; occasional lifting to 20 pounds; some pushing/pulling loads to 40 pounds, carrying loads to 20 pounds; some bending, kneeling/squatting, climbing stairs; occasional reaching overhead/stretching and operation of computer, copy machine and other standard office equipment.

6/19

**RANCHO SIMI RECREATION AND PARK DISTRICT**

Main Offices – 4201 Guardian Street, Simi Valley, CA 93063 – 805/584-4400; [www.rsrpd.org](http://www.rsrpd.org)