

## **Executive Assistant**

### **The Position:**

This is an exempt, at-will position reporting directly to the General Manager. The Executive Assistant must work closely with office staff, the Board of Directors, vendors, and the general public. The position is part of a closely knit team that performs all administrative and executive tasks for the Agency. The position provides a variety of highly complex and occasionally confidential administrative support and analytical assignments for the General Manager and Board of Directors. The position requires someone who is team-oriented, highly motivated, has the highest ethical standards, has the ability to exercise independent judgment, and perform complex tasks with little direction. The position manages the administrative functions of the office, has daily direct dealings with the elected board of directors, and maintains and updates a large database of hydrologic information.

### **The Ideal Candidate:**

Has a strong work ethic, has experience managing an office, exudes a professional demeanor, is able to take accurate minutes, can work closely with a small group of people to accomplish common goals, is highly organized both personally and professionally, is familiar with MS Office and Access, and can work with diverse types and groups of people.

### **Duties:**

Produces and distributes Board of Directors agenda packages on a weekly basis; prepares minutes of all board meetings; maintains and updates a large and complex database using Access; interfaces with the public, elected officials, staff, and vendors on a daily basis; manages the office, including answering phones, maintaining files, stocking office equipment, reconciling bank accounts, sorting and distributing mail, etc; makes travel plans for directors and staff as requested; uploads information to the Agency's web site; and performs other duties as required.

### **Experience Required:**

Bachelors degree and six years of increasingly responsible administrative experience, or Associates degree and eight years of increasingly responsible administrative experience, or high school diploma and ten years of increasingly responsible administrative experience; public agency experience highly desirable; experience working with elected officials highly desirable, experience taking minutes highly desirable.

### **Skills Required:**

Computer skills, including MS Office; strong administrative and organizational skills; outstanding oral and written communication skills; ability to work with elected officials as well as the general public; ability to take accurate minutes.

### **Physical Demands:**

This is an office position. Physical duties include operating standard office equipment

including computer, copier, fax machine, tape recorder, etc. Duties include an occasional errand that requires a California Drivers License or occasionally moving chairs around or lifting light boxes. No heavy lifting or physical labor required.

**The Agency:**

The San Gorgonio Pass Water Agency is a State Water Contractor and wholesale water agency located in Beaumont. Its service area includes the cities of Calimesa, Beaumont, and Banning, as well as the communities of Cherry Valley, Cabazon, the Banning Bench, and Poppet Flat. The Agency purchases water from the California Department of Water Resources and sells it to local retail agencies, as well as using it to recharge local groundwater basins. It is governed by a seven member board of directors elected by the public. Total annual budget is approximately \$15 million.

The Agency currently is in the process of implementing a number of complex programs and requires the strong support and cooperation of all staff members to accomplish this.

The staff has a team-oriented approach where each staff member supports the others when required.

Office hours are 7:30 to 4:30 Monday through Friday, closed from 12:00 to 1:00 for lunch. There is no "flex time" or telecommuting.

**Salary and Benefits:**

The salary range for this position is \$61,400-\$74,700.

In addition, the Agency provides a generous benefits package. The Agency provides 12 holidays per year; 12 days of paid sick leave per year; ten days paid vacation for the first five years, increasing thereafter; two personal days per year; fully paid medical and dental insurance (HMO and PPO available); up to \$2000 per year for unreimbursed medical costs; and contracts with PERS for retirement benefits. The Agency is a 3% at 60 PERS agency.

The target date to fill the position is March 1. It will remain open until filled.

Send resume and cover letter to: General Manager, 1210 Beaumont Avenue, Beaumont 92223.