

**VACANCY
ANNOUNCEMENT
Open Until December 14, 2018**



**EXECUTIVE
ASSISTANT
\$27.94 - \$35.63/hour DOQ**

EXECUTIVE ASSISTANT

Under general supervision, the Executive Assistant serves as secretary to the General Manager and the Board of Directors by performing a variety of administrative duties and complex office support work including preparing and distributing the Board agenda and maintaining official records of Board proceedings and actions.

Duties and Responsibilities

- Provides travel coordination and maintains General Manager's schedule
- Attends Board meetings; develops and prepares agendas, minutes, and resolutions for regular Board meetings and Board Committee meetings as necessary
- Oversees the preparation of Board meeting notice and agenda packets to be distributed
- Coordinates the administration, completion and filing of FPPC Form 700 for the District and other associated agencies
- Develops and modifies new and existing PowerPoint presentations, correspondence, and spreadsheets
- Establishes and maintains files
- Maintains regular and reliable attendance
- Other duties as assigned

Typical Physical Activities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sits for extended time periods
- Communicates orally with District management, and co-workers in face-to-face settings
- Uses office equipment such as telephone, computer terminals, copiers, and FAX machines
- Hearing and vision within normal ranges
- Regularly reaches with hands and arms
- Occasionally stoops, kneels or crouches
- Occasionally travels by automobile in conducting District business

Employment Standards

Knowledge of some combination of the following:

- Agenda preparation, notification, distribution, and publication requirements for Board and Committee meetings, minutes, actions and resolutions
- Regulations specific to Special District elections and Conflict of Interest Codes
- Ralph M. Brown Act requirements and procedures
- Correct English usage, spelling, grammar, and punctuation
- Computer systems and software applications as appropriate
- Research techniques and methods

Ability to:

- Work independently
- Prepare correspondence, meeting minutes, and reports in a timely fashion
- Represent the District in a positive, professional, and courteous manner
- Communicate effectively orally and in writing
- Analyze situations and take effective action
- Establish and maintain cooperative working relationships

Education and Experience

Education:

Completion of the twelfth grade with an AA degree or advanced educational training in office administration skills

Experience:

Three to five years of progressively responsible experience in administrative or executive support work

Submit resume with cover sheet to:
KINGS RIVER CONSERVATION DISTRICT
ATTN: HUMAN RESOURCES
4886 E. Jensen Ave., Fresno, CA 93725
Or e-mail Word Doc to: hrchief@krcd.org