

## EAST BAY REGIONAL PARK DISTRICT

### EXECUTIVE SECRETARY

#### GENERAL FUNCTION

Under direction of an Assistant General Manager (AGM), this position provides a broad range of assistance which serves to relieve the AGM of routine administrative tasks and office management detail by performing a variety of complex and often confidential office administrative assistance and executive secretarial duties, including supervision of office support staff, and coordination of all office support functions.

#### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: plan, organize, assign, direct and review the work of support staff; select, schedule, motivate and conduct performance evaluations of staff as well as train staff in work procedures. Assist in the implementation of departmental goals and objectives, establish schedules and methods for support activities. Independently coordinate and schedule meetings between the AGM, the General Manager, the Board, departmental staff, and the public. Initiate follow-up procedures to ensure that projects are completed and deadlines met, including coordinating activities with other departments. Compose correspondence and Board material on a wide range of subjects. Develop systems for tracking information, projects and pending issues for various meetings involving the AGM. Screen incoming correspondence routed to the AGM, assists with and refers to appropriate staff member for reply, and follows up. Screen outgoing correspondence prepared by others for the AGM's signature for suitability. Take summary and verbatim notes for Committee minutes. Screen visitors and telephone calls, and refer to other staff members or personally give out authoritative information.

#### OTHER FUNCTIONS & DUTIES

Other functions and duties of this position include, but are not limited to: Maintains and manages office records and supplies. Assists in development of a budget for the AGM's Department. Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school, AND

Experience: Five years of experience in responsible clerical work of which at least three years shall have been in a position requiring office management and/or supervisory skills. OR, two years experience in the East Bay Regional Park District classification of Secretary.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative and secretarial practices including business letter writing, basic report writing, and the operation of common office equipment, including computers and word processors with particular reference to the work involved in the office of a top level public official; principles and practices of effective supervision and delegation; proper English usage including spelling, grammar, punctuation and vocabulary. Ability to organize work, set priorities, meet critical deadlines, and follow-up assignments with a minimum of direction, as well as use of initiative and independent judgement within established guidelines; ability to analyze, interpret, apply and improve administrative procedures and regulations; communicate clearly and concisely, both orally and in writing; type 60 net words per minute and take verbatim notes, either via dictation, speed writing, or dictaphone/tape recording transcription. Ability to establish and maintain positive and cooperative working relationships, using tact, discretion and prudence, with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. NOTE: This is a position of confidentiality and trust. A breach of this confidentiality is grounds for discharge.

REPORTS TO: An Assistant General Manager of the East Bay Regional Park District

SUPERVISES: Three or more regular office support titles.

Employment Category: CONFIDENTIAL, Range CON2

Adopted by Board: May 18, 1995

Revision Approved by General Manager: March 21, 2000

T:\HUMANRES\JOB DESCRIPTIONS\EXECECUTIVE SECRETARY.DOC