

CONTRA COSTA LAFCO EXECUTIVE ASSISTANT

DEFINITION:

Under general direction, provides a full range of administrative and secretarial services to the Contra Costa LAFCO involving a variety of matters that are, complex and technical; plans, organizes and manages office activities, and performs other related duties as required.

The position is appointed by and serves at the pleasure of the LAFCO Executive Officer. This position is at will.

DISTINGUISHING CHARACTERISTICS:

The incumbent performs a wide variety of administrative and secretarial duties for the Contra Costa LAFCO, and reports to the LAFCO Executive Officer. The position requires a high degree of judgment, tact and discretion. This position is distinguished by the level of independence exercised by the incumbent in maximizing the effective use of the Executive Officer's time by screening calls and mail, coordinating office and clerical functions and relieving the Executive Officer of administrative detail.

It is further distinguished by the latitude exercised by the incumbent and the regular contact with local government officials, members of the Local Agency Formation Commission, and all levels of county, city, and special district staff, representatives of business and community organizations, and the public.

This position is exempt from FLSA overtime.

MINIMUM QUALIFICATIONS:

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

Experience: Five (5) years of full-time (or the equivalent of full-time) experience performing clerical duties, at least two (2) years of which must have entailed executive secretarial responsibilities.

TYPICAL TASKS:

- Records the LAFCO meetings and prepares official resulting documents, including minutes and resolutions
- Prepares agendas; assembles and distributes agenda material
- Prepares, publishes, posts and distributes a variety of notices, along with materials related to agenda items, to the public, news media and other interested parties based on State law
- Reviews LAFCO applications for completeness and consistency with filing requirements per State law and LAFCO policies; processes LAFCO applications and payments/fees
- Selects the process to be followed based on the type of application and conducts appropriate follow-up with members of the public or requests follow-up from the specific authority or agency
- Creates and maintains a database for tracking application and project activities and retrieves information; maintains computer files; performs research and prepares reports

- Acts on requests for information which require the exercise of judgment, knowledge and the application and interpretation of policies and procedures
- Receives all visitors meeting with the LAFCO Executive Officer
- Interacts with local, regional and State government agencies, representatives of business and community organizations, and the general public
- Develops and implements office methods, procedures and forms; assists in creating operating and policy manuals
- Develops and conducts various surveys
- Prepares bi-annual Local Agency Directory
- Screens calls to the Executive Officer, answers questions, determines priority and handles callers as needed
- Screens all mail to the Executive Officer, determines its priority and handles or redirects mail as appropriate
- Schedules meetings for the Executive Officer including determining the time, duration and meeting location
- Ensures that the Executive Officer has appropriate background material and attends meetings as scheduled
- Independently creates memoranda and letters requiring application of specialized knowledge
- Researches and compiles a variety of materials
- Initiates and maintains files including those of a confidential nature
- Tracks correspondence, filings and materials with deadlines and expiration dates
- Organizes work, sets priorities and meets critical deadlines
- Reviews finished reports, memoranda, and other written materials for completeness, accuracy, format, proper English usage, and compliance with policies and procedures
- Supervises purchasing activities and approves purchase orders and other basic financial transactions
- Tracks LAFCO finances and budgets; works with LAFCO auditor on annual audit
- Creates mailing lists and labels using a variety of information sources and software programs
- Sets up audiovisual equipment in meeting rooms and performs minor troubleshooting as necessary
- Works with LAFCO webmaster to ensure website is up to date
- Maintains various administrative, reference and follow-up files and performs other related administrative and secretarial duties

KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of:

- Modern office procedures, practices and techniques
- Proper punctuation, spelling and grammatical usage and a broad vocabulary covering common administrative terminology
- Office management principles, methods and procedures including records management
- Various types of filing systems
- Administrative practices and principles
- Customer service principles
- Computer applications, such as word processing, spreadsheet and presentations
- Telephone procedures and etiquette

Ability to:

- Comprehend and take appropriate notes at LAFCO meetings and public hearings for which the content is varied and complex
- Interpret, evaluate, select, organize and condense a variety of discussions in order to prepare the official minutes of LAFCO meetings and public hearings
- Provide administrative and secretarial assistance to management
- Compose letters, memoranda and other written materials independently, properly explaining LAFCO policy and procedure
- Organize work, set priorities, meet critical deadlines and follow up on assignments
- Use initiative and independent judgment within established guidelines
- Classify an extensive variety of materials by subject
- Understand and explain LAFCO policy and procedure
- Establish and maintain effective working relationships
- Deal successfully with employees, public officials and the general public
- Handle confidential matters discreetly and effectively
- Gather and analyze data
- Interpret and apply LAFCO-specific laws and ordinances, office policies and procedures
- Plan, develop and implement office procedures
- Understand and implement oral and written directions
- Operate standard office equipment, including computers; troubleshoot simple problems
- Use a keyboard with moderate speed and a high level of accuracy