Position: Assistant to General Manager

Reports To: General Manager

Definition: Under administrative direction provides highly responsible and confidential assistance to the General Manager and the Board of Directors. Performs a variety of routine technical and clerical duties involved in the Human Resource field.

Supervision Received: Receives general supervision from the General Manager.

Examples of Duties:

Provides direct administrative support for the General Manager, the Board of Directors and as required the Operations Manager. Performs a wide variety of responsible secretarial, administrative, and clerical duties as assigned. Relieves the General Manager of administrative work including answering and investigating complaints, providing assistance in resolving administrative and human resource problems. Attends Board meetings and public meetings, supervises and coordinates meeting logistics, arrangements and required support; prepares and coordinates the preparation of the agenda and assembly and distribution of agenda packets; records roll call votes on agenda items; ensures compliance with legal requirements governing public notice of Board meetings and the conduct of closed session; drafts the official minutes and summarizes Board meetings and public hearings; supervises and participates in maintenance of public records and dissemination of minutes, resolutions, agreements and supervises the recordation of documents; prepares and processes expense forms for Board members.

Acts as the District liaison for current and potential employees regarding recruitment and other Human Resource needs. Provides administrative support for the recruitment process including preparation of job descriptions, creating job postings, advertising. responding to applicant questions, scheduling interviews, administering testing, conducting routine background and employment verifications. Responsible for setting up and maintaining employee personnel files. Process and maintain, update and follow up with information for employee educational reimbursements.

Assists in administering the employee benefit programs including workers' compensation, state disability, paid family leave, FMLA, COBRA and unemployment benefits programs; acts as liaison with insurance carriers and claims administrators regarding employee benefit issues;

conducts a variety of special project oriented studies and analyses as assigned; gathers and evaluates data; communicates with other public agencies; researches information for public inclusion in District personnel policies and procedures.

Minimum Qualifications:

Knowledge of: Modern office procedures, methods, and equipment including a computer and applicable software applications such as word processing spreadsheets and databases. General operations, services, and activities of Human Resources management including general technical principles and practices of public employment and human resources support functions. Methods, procedures, practices and terminology used in human resource record keeping work; principles and practices used to maintain files and information retrieval systems; methods of proper phone etiquette, customer service techniques; English usage, spelling, grammar and punctuation.

Ability to: Perform responsible administrative support and secretarial duties involving the use of independent judgment and personal initiative. Plan and organize work to meet deadlines; work independently in the absence of supervision and to meet changing priorities. Understand and follow oral and written instruction; maintain confidential records and reports; work cooperatively with office and field staff communicating clearly and concisely both verbally and in writing. Work cooperatively with other District officials and outside agencies representing the best interests of the District.

Required Qualifications: Four years of increasingly professional office administrative or secretarial experience including specialized human resource management, preferably in the public sector.

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