

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **SENIOR ADMINISTRATIVE ASSISTANT - FINANCE**

GRADE LEVEL: E14

SUPERVISOR TITLE: Assistant General Manager – Chief Financial Officer/Treasurer

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA



DEFINITION

Under general supervision, to perform highly complex and specialized administrative duties; to provide administrative support to the Assistant General Manager – Chief Financial Officer (CFO) Treasurer, Accounting Manager, and other staff to assist with the finance, accounting, and purchasing functions of the District

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Administrative Assistant class series. Positions assigned to this level independently perform highly technical and specialized administrative duties at a level beyond that found at a journey level. They may also provide lead supervision to lower level staff including assigning work and providing technical assistance and training in the completion of assigned duties. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Coordinate preparation of Finance and Audit Committee packet in agenda management software which includes gathering of information; determining agenda items; preparation of agenda; research and composition of write-ups in final form and order; assembly of complete packet and delivery to Committee Members and Board Administration
-  Coordinate the preparation of the packet for the wastewater joint powers authority in similar process as with the Finance and Audit Committee with delivery to Board Members and Staff

- ✎ Provides overall administrative/secretarial support to the Assistant General Manager – Chief Financial Officer (CFO)/Treasurer, Accounting Manager, Accounting Supervisor, Budget/Debt Administrator, and Accounting staff, including budget, audit and CAFR document preparation; composition of letters, memos, tables, reports, etc.; organizing meeting scheduling, travel arrangements, processing expense reports, processing requisitions, interfacing with consultants, banking institutions and legal counsel
- ✎ Assists the Budget/Debt Administrator in preparing documentation and coordinating details and follow-up involved in the formation of community facilities and assessment districts; issuance of new and refunding bonds and interfacing with the underwriters, financial advisors, bond counsel and various other consultants associate therewith
- ✎ Assists the Assistant General Manager – Chief Financial Officer (CFO) / Treasurer and Budget/Debt Administrator in preparing the annual Operating and Non-Operating Budget, which includes gathering of information; research and composition; and distribution in final form
- ✎ Assists the Accounting Supervisor in preparing annual Comprehensive Financial Report, which includes narrative revisions; importing statistical reports and audited financial statements; and distribution in final form
- ✎ Assists the Accounting Supervisor in preparing the letters associated with the District's annual audit, including the audit confirmations and legal correspondence
- ✎ Maintains and updates new vendor file data for Accounts Payable through the District's Finance system
- ✎ Composes, formats, edits, and proofreads correspondence, reports, and memoranda using acceptable District format and proper grammar
- ✎ Take, transcribe and maintain accurate official records of District meetings, and draft, review and distribute Finance and Audit Committee minutes and SRRRA Board of Directors minutes
- ✎ Perform various administrative tasks, including preparation of resolutions, legal notices and certifications; filing; processing and distributing mail
- ✎ Reviews department office supply needs and is responsible for ordering supplies as needed
- ✎ Prepare, distribute and maintain miscellaneous logs, records and reports
- ✎ Provide secretarial assistance, including, typing and word processing
- ✎ Provide back up for administrative staff in the Administrative Services department
- ✎ Perform related duties or special projects as assigned
- ✎ Provide administrative/secretarial and some clerical support to the Customer Service department, which includes composition of and editing letters, mail merge, memos, etc.; generating and revising form letters; proofing others' correspondence; and handling the filing of lien resolutions

- ✎ Maintain Finance, Investor Relations, and Transparency pages on District website, which includes posting of related budget and financial documents, quarterly disclosure material, and Requests for Proposals
- ✎ Act as Website Administrator for the Santa Rosa Regional Resources Authority website, which includes ensuring functioning links, and accuracy of information and posted material
- ✎ Act as backup for Rancho California District Website Administrator as needed
- ✎ Maintain Finance and wastewater joint powers authority files
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ California Water District Law
- ✎ Special District Administration
- ✎ Advanced word processing (excel, access and presentation software)
- ✎ Adobe Illustrator
- ✎ District policy and procedures
- ✎ Proper English, grammar and punctuation usage
- ✎ Standard office procedures
- ✎ Basic accounting principles
- ✎ Proper work safety standards

Ability to:

- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Operate personal computer and use advanced programs including word processing, graphics and spreadsheets
- ✎ Work efficiently and accurately under pressure
- ✎ Handle routine general and/or informal matters for the Director of Finance and Controller in their absence
- ✎ Lead and participate in a full range of finance/human resources-related administrative support services
- ✎ Type minimum 65 WPM
- ✎ Write and compose in a clear and concise manner
- ✎ Coordinate work assignments from different areas
- ✎ Comply with District safety, health, and environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of

combinations of experience and training. A typical example is:

Experience: Two (2) to three (3) years of increasingly responsible experience as an Administrative Assistant, with a minimum two (2) years supervisory experience/capacity or equivalent (i.e., supervisory training and/or supervising a project or team), preferably with a public agency











Training: Equivalent to the completion of the 12th grade with specialized training in the secretarial/administrative field and some college level course work in business or public administration

Licenses and Certificates:

 Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges with or without correction
-  Regular attendance
-  Work in a temperature controlled office environment with moderate noise
-  Occasional travel by automobile conducting District business

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| <hr/> Employee Signature | <hr/> Date |
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Supervisor/Manager Signature

Date