



**Union Public Utility District
Executive Administrative Coordinator**

POLICY NUMBER: 2360

REPORTS TO: General Manager

Wage Schedule Range: 24

Start Date: June 26, 2024

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under the direction of the General Manager, this position is responsible for all duties related to Clerk to the Board. In addition, this position is responsible for updating District policies and communication practices, supporting various professional development and administrative activities. It involves providing highly responsible, confidential, and complex support to the General Manager, assisting in day-to-day administrative functions, and supporting the implementation and monitoring of departmental programs. The role includes customer service duties, accounting functions such as accounts payable and general ledger tasks.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Assist the General Manager in implementing the Agency's rules, regulations, and policies. Participate in developing the Agency's work plan, lead office activities, assign tasks, oversee projects and programs, monitor workflow, and evaluate work products, methods, and procedures. Additionally, assist the General Manager and support field operations by handling public information requests, work orders, and other essential tasks to ensure effective and efficient district operations.
2. Researches, complies, and analyzes data for special projects, various reports, and presentations.
3. Researches and assists in administration of grants.
4. Generate and manage content posted on the District's website and social media accounts.
5. Conducts community and customer outreach, legislative advocacy, and other communications roles as assigned.
6. Answer's telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
7. Receives, processes, and maintains accounts payable records.
8. Allocates and maintains proper posting to general ledger accounts.
9. Prepares a wide variety of financial reports including, but not limited to, Budget, Investment, Workers Compensation, annual Government Compensation Report, and monthly accounts receivable reconciliation.
10. Prepares, calculates, and reports annual 1099's and 1096 submittals.

11. Researches and assists General Manager with document preparation, technical information and research of assignments as directed.
12. Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
13. Perform other duties as assigned.

Knowledge of:

1. District operations, procedures, policies, precedents, and rules and regulations.
2. Agenda preparation and distribution requirements.
3. The functions and operating procedures of local governance bodies and committees.
4. Grant writing, administration, and state and federal solicitation processes.
5. Customer Service skills, procedures, and method for communicating effectively.
6. Adobe Acrobat for professional document finishing, indexing and compilation.
7. Modern office practices, procedures, and computer equipment/software.
8. Principles and practices of effective customer service.
9. Microsoft Office Suite programs for word processing and spreadsheets.
10. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
11. English language usage, spelling, grammar, and punctuation.
12. Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.

Ability to:

1. Under minimal supervision, perform a variety of administrative and analytical support work involving the use of sound independent judgment and personal initiative for the General Manager to effectively carry out operations of the District.
2. Analyze situations carefully and adopt effective courses of action.
3. Maintain confidential data and information for appropriate personnel.
4. Independently prepare correspondence and memorandums.
5. Successfully adapt to changing workload and task assignments.
6. Adapt to changing technologies and learn functionality of new equipment and systems.
7. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
8. Establish, communicate, and maintain cooperative working relationships with co-workers, members of the public and outside agencies.
9. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
10. Operate a variety of automated office machines typical of a work environment such as a multi- function printer/copier/scanner machine, and fax machine.
11. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet, and an integrated accounting software package.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.

Experience and Education:

At least six (6) years of administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Associate's degree with coursework in business administration, communication or a related field.

Certificates, Licenses, Registrations:

Possession of a valid California driver's license and a continuing acceptable driving record.