

Pagosa Area Water and Sanitation District POSITION DESCRIPTION

TITLE:	Board Secretary / Administrative Assistant	CLASSIFICATION:
DEPARTMENT:	PAWSD	GRADE:
DIVISION:		DATE: October 2022
REPORTS TO:	District Manager	FLSA STATUS: Non-Exempt
FULL-TIME <u>X</u>		PART-TIME <u> </u>

JOB SUMMARY STATEMENT:

The primary duty of Board Secretary/Administrative Assistant is to record, produce, disseminate, and archive the official record of all Board of Directors meetings and to prepare materials and logistics necessary for Board activities. Exercise considerable discretion and independent judgement in protecting or releasing confidential information and in interpreting and implementing policies and procedures. Organize, coordinate, and assist with special projects as assigned by the supervisor or requested by the Chair of the Board. Assure that all required notices and records required for Board of Directors business in Colorado are completed on time and in accordance with the law. Provide administrative support to staff and assist with the organization of conferences, meetings, and other events.

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS

- High School diploma or equivalent

EXPERIENCE

- One (1) year clerical experience required

SKILLS

1. Proficient computer skills
2. General office machine operating skills
3. Problem solving and prioritizing skills
4. Detail oriented
5. Multi-tasking skills
6. Ability to take the initiative, work independently, and follow directions

PHYSICAL REQUIREMENTS

1. Working overtime, weekends, and/or holidays may be required, however all overtime must be pre-approved by management
2. Light lifting, capable of lifting up to 25 pounds
3. Tolerate extended periods of sitting and viewing computer screen
4. Good hearing, good speaking voice

OTHER REQUIREMENTS

1. Ability to establish and maintain a positive, professional working relationship with all District employees and Board members
2. Ability to maintain composure in fast-paced work environment and/or stressful situations
3. Ability to follow procedures and/or oral and written instructions
4. Ability to communicate effectively both orally and in writing
5. Ability to use various types of computer software and hardware

SUPERVISORY RESPONSIBILITY

- None

EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:

Employee Signature _____ Date _____

(PLEASE PRINT NAME)_____

SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

DISTRICT MANAGER APPROVAL:

Signature _____ Date _____