

**CENTRAL UTAH WATER CONSERVANCY DISTRICT**  
**Job Description**  
**Revised: February 2019**

**JOB TITLE:** Assistant to the General Manager

**REPORTS TO:** General Manager

**STATUS:** Exempt - Administrative

**JOB SUMMARY:**

This position is responsible for providing administrative support to the General Manager, Board of Trustees, and staff as required.

**ESSENTIAL FUNCTIONS:**

1. Provides administrative support to the General Manager. Anticipates meeting and event needs of the General Manager. Receives and routes General Manager phone calls, correspondence and visitors. Maintains the General Manager's calendar and schedule.
2. Acts as liaison with the Board of Trustees. Communicates District information to the Board.
3. Meets with District managers to prepare the board agenda, gathers information to include in board meeting packets, oversees preparation of board packets, records board meeting and work session meetings, takes notes and prepares written minutes of board and work session meetings.
4. May supervise other administrative support positions.
5. Meets with District managers to discuss programs, policy, problems, and solutions; records meeting minutes and assignments.
6. Reviews contracts, purchase orders, credit card statements, and other related documents for approval by the General Manager.
7. Maintains a District credit card, receives cash and checks, and provides receipts as appropriate.
8. Makes travel arrangements for District Board, General Manager, and oversees travel arrangements of staff.
9. Maintains awareness of District outreach efforts including social media and public relations.
10. Verifies compliance with notifications on the transparency website.

**MARGINAL FUNCTIONS:**

1. Assists in organizing District tours for Directors and staff.
2. Performs other related duties as assigned.

**REQUIREMENTS:**

Ability to prepare memoranda, reports, and edit correspondence; write at a moderate level using proper format, punctuation, spelling and grammar.

Ability to keyboard at a professional rate.

Ability to plan, organize, and prioritize schedule for the General Manager; to make travel arrangements, prepare itineraries, and travel advance requests for Directors and General Manager.

Ability to coordinate meetings and communication among various District personnel and departments; ability to conduct meetings.

Ability to effectively supervise administrative support personnel; to evaluate the performance of administrative support staff and make recommendations for improvement; to interview applicants for administrative support positions; to make recommendations regarding hiring, discipline, and termination of same.

Ability to handle confidential information in a professional manner.

Ability to review and scrutinize District purchase orders.

Ability to operate all office equipment, i.e., fax, copiers, etc., and train administrative personnel in proper operation of such equipment.

Ability to effectively communicate Board actions in a timely manner to various government agencies, District employees, etc.

Ability to operate PC and use word processing and spreadsheet software to produce letters, memorandums, packet materials, simple reports, etc.

Ability to communicate distinctly and professionally.

Ability to work in an office environment; to sit for long periods of time (1-2 hours).

Ability to reach and finger as required in typing and writing; engaging in repetitive motions of the wrists, hands, and/or fingers.

Ability to read (by sight or braille) a variety of letters, memoranda, books, periodicals, instructions, legislative reports, etc.

Ability to add and subtract two-digit numbers; to multiply and divide 10's and 100's by 2, 3, 4, 5; to perform the four basic arithmetic operations in figuring various costs.

Ability to apply common sense understanding to carry out detailed, involved instructions; to deal with problems involving several concrete variables in or from standardized situations.

Ability to work with limited supervision.

Ability to accept responsibility for the leadership, direction, control, planning, organizing, directing, supervising, or making final decisions.

Ability to adapt to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint; to use creativity, self-expression, or imagination.

Ability to keep sensitive information confidential.

Ability to influence people in their opinions, attitudes, or judgments about ideas or things; to motivate, convince, or negotiate.

Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, marketing, or counseling setting.

Ability to perform repetitive work, to continuously perform the same work according to set procedures, sequence or pace.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure involving significant differences in technologies, techniques, procedures, environmental factors, physical demands, or work situations.

Ability to exchange information with others clearly and concisely; to present ideas, facts, and technical information.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to receive guidance and supervision; follow work rules, safety practices, work procedures; meet deadlines, punctuality and attendance standards, etc.

**EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:**

Two years specialized/professional administrative training plus five years of experience related to job tasks or an equivalent combination of education and experience.