



## Sunriver Service District



EXECUTIVE ASSISTANT (District)	SALARY	\$30.59 - \$37.19 Hourly \$5,302.16 - \$6,446.14 Monthly \$63,627.20 - \$77,355.70 Yearly
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### Summary

FLSA: Non-Exempt

The Executive Assistant position is responsible for managing the administrative activities of the Sunriver Service District and performs a variety of assignments to support the District Administrator and Board of Directors. This position provides a variety of executive and administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. This position is a Confidential Employee, as defined in ORS 243.650 (6), thereby excluding it from representation by labor organization.

### Supervision

This classification works under the direction of the District Administrator.

### Supervision Exercised

Supervision is not a typical function assigned to this position but may be required to assist with training new and relief personnel.

### Distinguishing Characteristics and Essential Functions

*Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

### Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

- Assists internal and external customers by answering questions and providing information regarding programs, services, policies, and procedures; assists customers in the completion of forms. Responds to requests for information from internal and external customers; answers routine questions; directs customers to appropriate resources.
- Prepares routine and complex documents, such as correspondence, technical, confidential documents, financial documents, reports, statistics, policies and procedures, proofreading for format, spelling, grammar, typos, and content clarity.
- Maintains regular contact with others outside own workgroup, such as visitors, vendors and/or other employees. The primary purpose of contact is to explain, clarify, or interpret detailed and somewhat

complex or sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.

- Coordinates events and meetings, including location agreement, preparation of materials, scheduling, meeting minutes, and travel arrangements. Maintains calendars and coordinates events, manages special projects and events.
- Identifies, assembles, and distributes meeting documents; reserves meeting space and equipment.
- Maintain knowledge of Oregon Public Meeting Laws.
- Process, receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- Manages the procurement of office supplies.
- Manages relationships with vendors and service providers.
- Administers payroll, updates employee information, enters and assigns the various payroll types, pay rate calculations, and reporting in accordance with state and federal laws. Tracking of compensatory, vacation, sick, and additional leave, longevity, and accrued time for employees.
- Assist with employee benefit management.
- Manages the on-boarding and off-boarding process for employees, processes and updates job descriptions, statuses, and classifications for employees.
- Processes, audits, and maintains timesheets and all payroll database changes; verifies and maintains leave and accrual information, calculates and prorates salary and leave benefit amounts. Coordinates with other departments to ensure timely and accurate data.
- Assists with staff training and development.
- Assist in the preparation of the annual budget.
- Performs specialized accounting functions, with oversight, processing invoices for payments, reimbursements, deposits, and printing checks.
- Perform daily financial management such as check requests, purchase orders, reimbursements, account reconciliations, reviewing and processing documents, permits, and other documents.
- Management of Sunriver Service District website.
- Support Board of Directors by acting as point of contact for technical needs, maintaining Board member OneDrive, distribute meeting agendas, implement and update orientation meetings and materials for new directors.
- Planning and coordinating events and public relations campaigns.
- Support the District Administrator with various HR and Accounting tasks.
- Other related duties as assigned.

### **Knowledge, Skills, and Qualifications**

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Knowledge of, compliance with, and the ability to interpret District and Department policies and procedures; state and federal rules and regulations covering specific areas of assignments.
- Broad knowledge of Human Resources, Accounting, and Payroll principles and practices.
- Maintain budgetary proficiency to advise on revenues, expenses, budgetary status, and processes.
- Skill in accomplishing assigned administrative functions and ability to read, understand, interpret, and apply provisions of laws, ordinances, policies, and procedures.
- Ability to maintain keen time management skills, balance multiple priorities, and consistently meet timelines and due dates.
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others with a minimum of supervision and with only general direction.
- Ability to maintain strict confidentiality in all matters.
- Ability to communicate clearly and effectively with the public, community organizations,

businesses, elected officials, and District employees in emergency and non-emergency situations.

- Ability to make independent decisions that are consistent with appropriate policies and procedures.
- Ability to establish and maintain effective work relationships with others in critical situations.
- Ability to acquire and maintain LEADS certification after employment.

### **Education, Experience, Certifications, and Licenses**

*The following are the minimum qualifications for this position.*

- High School Diploma or General Equivalency Diploma (GED) or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities outlined in this job description.
- At least three years' experience in a similar position and/or performing similar tasks.
- Ability to obtain an Oregon Driver's License within 30 days of employment.
- Ability to obtain CJIS Certification within 60 days of employment.
- Ability to obtain Public Notary Designation within 90 days of employment.

### **Work Environment**

Work is performed in a standard office environment. Positions in this class typically require reaching, grasping, talking, hearing, seeing, repetitive motions and the ability to remain in a stationary position for extended periods of time. Extensive close work and computer monitor work is required of this classification. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.