



JOB TITLE:	<b>EXECUTIVE ASSISTANT TO THE DISTRICT ENGINEER</b>	DIVISION:	<b>DISTRICT – ENGINEERING</b>
REPORTS TO:	<b>DISTRICT ENGINEER</b>	EEO CATEGORY:	<b>06 - CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

Provides varied, complex and confidential executive level administrative assistance to the District Engineer as well as assistance to the Deputy District Engineer, Supervising Engineers and Engineering Contracts Officer and their staff. Acts as liaison between the District Engineer and staff of all District Divisions. Requires frequent use of discretion, prudence, initiative, and independent judgment. Responsibilities include regular contact on behalf of the District Engineer with federal, state, and local government officials, consultants, construction contractors, members of the Board of Directors, and all levels of District personnel to exchange information. Responsibilities also include researching District’s policies and procedures and engineering and associated legal documents, and preparing clear, well-structured written reports and correspondence for the District Engineer approval. Decisions made in this position should significantly facilitate the work of the District Engineer and associated management staff. Performs other related duties and special projects as required.

### **Essential Responsibilities**

- Prepares drafts for review and finalizes documents, including Board reports, and engineering reports and contracts, including checking for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage.
- Assists District Engineer in preparation for the Board meetings and attends the Board meetings as required.
- Develops and implements an office work flow system to improve exchange of information and efficiency of the Office of the District Engineer.
- Researches, compiles and summarizes a variety of informational materials for use by the District Engineer and the Engineering department staff; investigates various administrative matters and prepares draft reports or recommendations.
- Follows up and collaborates with Officers, Deputy General Managers, department heads and managers to keep advised on matters involving the Engineering Department.
- Prepares written documents and internal and external correspondence using a personal computer, based on brief instructions or research of prior materials.
- Initiates specified correspondence for signature by an appropriate Engineering Department staff member.
- Organizes and maintains various administrative, reference and follow-up files.



- Maintains Engineering department confidential records and files.
- Proposes new guidelines or procedures as appropriate.
- Receives and screens visitors and telephone calls, replies to inquiries, which requires the use of judgment and interpretation of policies and procedures.
- Arranges meetings with staff, public officials and others.
- Relieves the District Engineer and Engineering Department staff of certain administrative matters by transmitting information, staying informed of pertinent activities, making appointments, maintaining a calendar, and scheduling and arranging meetings.
- Follows established safe work practices and obey all safety rules.
- Regular and reliable attendance and performance are minimum job requirements for all District positions.
- Performs other duties as assigned.
- Regular and reliable attendance and performance is required.

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Standard office administrative practices and procedures, including business letter writing and the operation of common office equipment
- Organization and function of public agencies, including the role of an elected Board of Directors

### Skill in or Ability to:

- Record keeping, report preparation and filing methods
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Composing clear and well organized written documents and correspondence independently or from brief instructions
- Provide varied, responsible and confidential administrative assistance to an executive-level manager
- Use tact, discretion, initiative and independent judgment in establishing and maintaining cooperative, effective, and productive professional relationships with government officials, representatives of transportation agencies, business and community organizations, members of the general public, members of the Board of Directors, District staff and others
- Learn and apply District policies, laws, and regulations that pertain to work
- Recognize process improvement opportunities
- Read and understand legal and contract documents for policy, procedure and paperwork processing needs
- Demonstrate strong problem-solving skills
- Demonstrate creativity, innovativeness, and self-motivation
- Demonstrate excellent communication skills and interact effectively with personnel at all levels, both inside and outside the District
- Evaluate and analyze administrative concerns, and determine alternative courses of actions and present recommendations
- Maintain confidentiality and protect information and documents appropriately
- Work calmly and effectively in a high volume and high visibility office environment under the pressure of heavy deadlines



- Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of supervision
- Work as part of a team using excellent interpersonal and communication skills with personnel at all levels, both inside and outside the District
- Manage projects and programs in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Research, compile, analyze and summarize a variety of informational materials
- Maintain high quality performance under pressure
- Rapidly learn District functions, personnel and administrative procedures related to the work
- Quickly learn computer software needed in course of work

## Minimum Qualifications

### Education and Experience Equivalent to:

- A minimum of three years' of related executive administrative experience.
- Bachelor's degree in business, public administration, paralegal or related field. Additional qualifying experience may be substituted on a year per year basis in lieu of degree. A statement supporting additional qualifying experience must be submitted at time of application.
- Demonstrated proficiency in composing written documents using advanced word processing functions.

### Required License:

- A valid California driver license is desirable (must maintain a satisfactory driving record). May drive District vehicles on a regular basis.

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.