

AGENDA ITEM H.6

FEBRUARY 10, 2010

0302.4 Executive Assistant

Position:	Executive Assistant	
Reports To:	Executive Director	
Pay Range:	40/ hr wk \$19.52 - \$25.98	Approved _____ 2010

General Description

Under direction of the Executive Director, provides assistance to the Executive Director in performing a variety of specialized and complex administrative duties; coordinates the planning of activities and monthly meetings of the Board of Directors of North Coast Railroad Authority (NCRA).

Essential Functions

Essential responsibilities and duties include the following. Other duties may be assigned.

Performs a variety of administrative duties for the Executive Director and the Board of Directors, works closely with the Executive Director in coordinating and administering Agency activities, assists the Executive Director in NCRA's public relations activities, schedules appointments, responds to public inquiries, composes and types correspondence and reports, assists the Executive Director in the preparation of policies and procedures, maintains confidential files and exercises mature judgment in matters of a confidential nature, develops effective working relationships with other employees and contacts, handles travel and business matters for the Executive Director, assists the Board of Directors as needed, organizes office operations and procedures, prepares time sheets, updates organizational memberships, maintains office equipment, recruits and selects office staff, orients, trains and supervises office staff, and evaluates Administrative staff performance;

Executive Assistant will also serve as Clerk of the Board. Serving in this capacity will include the following duties. Other duties may be assigned.

Provides assistance to the Board of Directors in carrying out rules, regulations and policies of the NCRA; adheres to the requirements of the Brown Act; maintains records of the official activities of the Board of Directors; prepares and distributes documents resulting from preparation of monthly Board of Directors meetings; prepares and distributes agenda to Board Directors, staff and public; assembles, prepares and distributes meeting agendas and supporting data for Board and Committee meetings; schedules meeting rooms for monthly Board meetings; attends Board and Committee meetings; takes and transcribes Action minutes; prepares minutes and reports of the proceedings and uploads audio files to website; coordinates Committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board; maintains an effective working relationship with the Board of Directors.