

Upper Gunnison River Water Conservancy District

Position Description: Administrative Assistant II-III

Pay Range: \$48,000 to \$66,000

Job Summary: Serves as the administrative assistant to Executive Management, Office Manager, Board and staff. First line of contact with the public, providing information, answering questions, directing calls and taking messages. Assists with document management, preparation of meeting notices and minutes, media set-up, conference room schedules. Assists with basic financial activities of the District, maintenance of the District's website, preparation of outreach materials, social media presence, and develops regular radio news spots and newsprint information. Manages the District's mini-grant program.

Job Responsibilities:

Administrative Assistant

- Primary staff member responsible for welcoming office visitors and answering incoming telephone calls. Furnishes information to the public or makes the appropriate referral.
- Assist with document management including updating and maintaining electronic copies of Board manual and District policies, and scanning, filing, cataloging and organizing information on an ongoing basis.
- Assist in scheduling appointments, managing conference room schedules, and District calendar.
- Assist in making travel arrangements for board, management and staff.
- Responsible for timely preparation of meeting notices to the board and public through various media outlets and mailing lists.
- Responsible for managing the District's website information making sure information timely and relevant.
- Assists with all regular, special session and committee Board meeting preparation including developing and distributing agendas, organizing meeting materials, media set-up and take-down, food set-up and take-down, etc.
- Required to work one evening board meeting per month on an on-going basis.
- Responsible for recording meetings, preparing draft minutes and finalizing minutes for the government record.
- Assist Board members and staff with requests for information or research as needed.
- Process incoming and outgoing correspondence.
- Oversee the stocking of office and kitchen supplies.
- Assist the Office Manager with financial activities including but not limited to processing and mailing vendor invoices for payment, organization of credit card statements with receipts, making bank deposits, etc.
- Assist the Office Manager with all aspects of the administration of the water augmentation program.

- Assist with writing, design and printing/distribution of press releases and agency news articles and reports.
- Assist staff with the coordination and organization of public educational events, workshops and seminars.
- Orders, tracks, and distributes promotional products for the District.
- Assists with procuring and organizing photos.
- Participates in and contributes to special projects as directed.
- Other duties as assigned by the General Manager, Office Manager or General Counsel.

Performance Criteria:

- Effectively and efficiently carries out job responsibilities in a timely and professional manner with meticulous attention to detail.
- Responds favorably to requests and maintains a positive attitude.
- Effectively sets priorities and stays organized under pressure.
- Reacts resourcefully to problems as they occur and exercises sound judgment.
- Exercises discretion and manages confidential information professionally.
- Communicates effectively and professionally with the Board of Directors, staff, and the public.
- Follows established policies and procedures and uses efficient office organizational techniques in the absence of established procedures.
- Ability and willingness to learn new skills to help implement the goals of the District.
- Knowledge and use of excellent written and verbal communication skills including using proper grammar, accuracy, clarity and sensitivity to audience.
- Strong organizational skills.
- Able to handle multiple tasks under time limitations and around frequent interruptions.

Experience Required:

- Bachelor's Degree and two to four years of experience.
- Office administration background, including handling multi-line phone system, communication with the public, and document management.
- Strong familiarity with Microsoft Software (Word, Excel, and Power Point) for word processing, data organization, analysis and tracking, presentation preparation; and Adobe Acrobat for organization and preparation of meeting materials and creation of fillable forms.
- Familiarity with operation of audio-visual equipment.

Highly Desired Skills:

- Familiarity with use of various social media applications and communication tools (e.g., Facebook, Twitter, Instagram, Zoom Meeting, Microsoft Teams)
- Familiarity with basic graphic design software (e.g., MS Publisher or Canva).
- Basic familiarity with QuickBooks accounting software.