



COLORADO RIVER DISTRICT

PROTECTING WESTERN COLORADO WATER SINCE 1937

POSITION: Executive Assistant

POSITION SUMMARY:

Provides a wide variety of administrative support functions for the General Manager, Chief of Operations, and accounting department. Manages calendars, travel arrangements, and conference registrations. Prepares and distributes routine and non-routine correspondence considered detailed and/or complex as well as confidential in nature. Edits and prepares documents for the General Manager and Chief of Operations. Prepares digital Board packets and agendas, handles in-meeting logistics, and produces meeting minutes. May handle sensitive, confidential matters requiring discretion. Serves as a liaison between General Manager and the Board of Directors. Schedules regular and special Board meetings and conference calls. Schedules internal and external meetings often with multiple organizations and large numbers of people. Proficiently and frequently utilizes multiple virtual meeting platforms, Microsoft Office Suite including Outlook, Teams and OneDrive, Adobe Acrobat and other database and software programs. Works with all staff to acquire necessary technology needs including cell phones and computer equipment. Accurately files, maintains, and accesses complex records in Laserfiche database. Exercises frequent independent judgment within agreed-upon limits. Must be able to manage time effectively, work under pressure, and meet deadlines while professionally engaging with staff, Board and outside parties.

TYPICAL EDUCATION AND EXPERIENCE REQUIRED:

Highly skilled in administrative, legal, and/or technical areas including multiple virtual meeting platforms, Microsoft Office Suite, Adobe Acrobat, and database software knowledge gained through five-plus years of extensive, high-level administrative work experiences. May have completed relevant college coursework or possess degree. Proficient with office equipment. Proven ability to effectively manage time and work to meet deadlines. Multiple interruptions are common.

SKILLS AND COMPETENCIES:

In addition to the educational and experience requirements, the follow skills are essential to the job:

- Excellent verbal and written communication skills with ability to apply sound, independent judgment, and discretion on confidential, complex assignments.
- Critical attention to detail and excellent proofreading skills are required.
- Extensive organizational and interpersonal skills, ability to work with interruptions and accomplish multiple tasks and assignments.
- Ability to work with professionals, the public, other organizations, and government agencies.

ESSENTIAL FUNCTIONS:

1. Provide general administrative support for Board members (i.e., electronic communications, reservations, travel arrangements, etc.)
2. Prepare written minutes for all Board Quarterly and Special meetings and Committee

- meetings. Review audio recordings if required, obtain appropriate approval signatures, distribute and post approved minutes.
3. Assemble electronic board packets and arrange meetings & teleconferences for the Board and with other outside agencies.
 4. Handle in-meeting logistics for Board meetings including managing virtual meeting platforms, recording of meetings, and coordinating public participation.
 5. Perform calendar management, administrative support, and other assigned duties for the General Manager and Chief of Operations (e.g., meeting and call schedules, travel arrangements, conference registrations, filing, distribution, document editing and preparation, etc.).
 6. Manage business cell phone account including user device management, monthly bill review, and line management.
 7. Working with third-party company representatives, order computer equipment as necessary, and track inventory and warranty information.
 8. Works extensively with Laserfiche and Office 365 programs.
 9. Provide troubleshooting and problem-solving support for office and user equipment and software issues.
 10. Process incoming/outgoing accounting mail.
 11. Provide support to Accountant. Prepare purchase orders for approval. Perform bill and voucher review and data entry for expense reimbursements. Collect and organize credit card receipts.
 12. Maintain digital mailing and contacts databases.
 13. Provide backup support to other administrative positions. Serves as a back-up for answering phones as necessary. Provide word processing and correspondence distribution support.
 14. Special Project management.

OTHER REQUIREMENTS:

1. Performs other work-related duties as assigned by Chief of Operations, General Manager and/or General Counsel.