



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/31/16

Agency: Water Resources Department

Facility: North Mall Office Building

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[x] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Assistant
b. Classification No: Z0830
c. Effective Date: 1/1/07
d. Position No: 1000017
e. Working Title: Director Commission Asst.
f. Agency No: 690
g. Section Title: Director's Office
h. Budget Auth No: 000430570
i. Employee Name:
j. Repr. Code: MENN
k. Work Location (City - County): Salem-Marion
l. Supervisor Name (Optional):

m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [x] Administrative
o. Eligible for Overtime: [] Yes [x] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position is the executive assistant to the agency Director and executive staff responsible for the use and control of Oregon's water resources to minimize conflicts, protect the public interest and preserve state sovereignty. The Director administers state law and policies relating to diversion and appropriation of surface and ground water; authorizes use of public waters, including hydroelectric power generation; adjudicates water rights; regulates use and distribution of water; determines critical ground water areas; maintains regulatory control over safety of dams and hydraulic structures; approves construction plans of irrigation district works; exercises jurisdiction over certain financial affairs of irrigation and drainage districts and cooperates with other agencies in stream gauging, topographic mapping and snow surveys. The Water Resources Commission sets water policy for Oregon and determines how unallocated water will be used.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this position is to provide executive assistance to the Director, Deputy and Administrators of the Water Resources Department. The position provides a vital communications

link between the Water Resources Commission, Director, Deputy Director, executive management team, Regional and Branch field offices, legislators and the general public in carrying out the goals and objectives of the agency as defined by the Legislature and under general guidance, the Commission. Administrative oversight and management of the Water Resources Commission is exclusively the responsibility of this position. This position also oversees executive support staff and provides a wide variety of administrative/technical support to ensure that the Water Resources Commission, executive management team, and other important state/interstate meetings and activities involving the Department operate smoothly; and that all communications with the Director's Office and Commission flow in a smooth and efficient manner with minimum disruption to the duties and activities of the Director.

The person in this position performs duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through a willingness to assist and support co-workers, supervisors, and other work related associations. Develop good working relationships with division and agency staff through active participation in accomplishing the agency mission and resolving problems in a constructive manner. Demonstrate openness to constructive feedback in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work environment.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

%	of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
60%	NC			<p>Executive Assistance to the Director Act on behalf of Director, Deputy Director, Agency Coordination Team, and Director's Office staff in screening and analyzing inquiries and requests, delegating responsibility to others, or researching and referring to the Director for final decision. Assign and track management team responses to constituencies, Governor's Office, and legislative correspondence and inquiries directed to the Director. Review reports, correspondence, and all other records and materials, prepared by all levels of Department personnel for Director's approval, for clarity, completeness, accuracy, format, and general conformance of general agency procedures and practices. Compose correspondence for signature on behalf of the Director concerning confidential and general business, both on a state and national level; responsible for accuracy and completeness of all agency correspondence written by/for, and signed by the Director.</p> <p>Represent the agency to the public and special interest groups, particularly in response to inquiries directed to Commission members and Director. Act as a liaison to Department personnel, management team, and to other agencies and organizations for establishing and maintaining mutual understanding of operations, policies, and procedures.</p> <p>Attend and actively participate in agency coordination and</p>

			<p>decision making in management team meetings.</p> <p>Follow up on implementing decisions made by the Director, especially in the area of administrative details and coordination with Commission members.</p> <p>Review and monitor expenditures for the Director's office. May assist in developing future budget projections.</p> <p>Responsible for the Department's compliance with Government Standards and Practices Commission registration and reporting on lobbying activities, and maintaining Department records on these activities.</p> <p>Participate in coordination of legislative activities working in concert with the agency's Legislative Liaison, legislative staff, public officials, and the Governor's Office to ensure smooth flow of information and development and delivery of testimony.</p> <p>Set calendar schedules; coordinate staff meetings and presentations; keep and maintain files; make travel arrangements. Prepare travel claims, purchase requests, and other administrative expenditure forms.</p>
35%	NC		<p>Administrative/Management Support to Water Resources Commission.</p> <p>Provide management and administrative support for the Water Resources Commission functions and activities, including the development of work procedures, establishing work schedules, and monitoring work in order to meet goals, objectives and target dates.</p> <p>Manage all facets of coordination and staffing activities of the Water Resources Commission including: compliance with public notices, open meeting laws, distribution of meeting notices and Commission materials to the public and media; oversight of staff preparation and distribution of Commission meeting agendas; establishing dates, times, and adequate locations for regularly scheduled bi-monthly Commission meetings, telephone conference calls, special meetings via telephone conference calls, and biennial Commission retreats; coordination of all arrangements including preparation of facilities, all lodging reservations, transportation, parking, meal arrangements for Commissioners, staff, and guests of the Commission at Commission meetings.</p> <p>Attend all Commission meetings as keeper of the official record of the public meetings. Subsequent preparation of official written minutes of all Commission meetings and maintenance of Commission meeting records including responses to public inquiries regarding Commission meetings; provide information to agency rules coordinator regarding administrative rules approved by Commission for filing with the Office of the Secretary of State.</p>

			<p>Budgeting and preparation of Commissioners' travel arrangements, travel expense claims, and per diem statements in compliance with administrative policies governing reimbursements.</p> <p>Coordinate weekly mailings to Commissioners of a variety of Department-generated documents, reports, correspondence, newsletters, public notices, and news clippings.</p>
5%	NC		<p>Special Projects On assignment by Director, conduct research, compile data and develop comprehensive reports on special projects and present to Executive staff; serve on and/or advise various agency committees; participate, as needed, in the Department's rulemaking efforts; assist in the preparation of public information materials and publications.</p> <p>Supervise support staff in Director's office: Foster and promote to employees the importance of a diverse and discrimination and harassment free workplace. Ensure that any subordinate managers/supervisors receive and orientation on the Department's affirmative action goals and responsibilities for helping promote the affirmative action goals in the division/section. Ensure all subordinate managers/supervisors are evaluated on their effectiveness in carrying out the responsibilities they have for participating in and promoting affirmative action activities. Act in a responsible manner if they become aware of any Department employee engaging in any type of harassment.</p>
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Primarily an office setting, often required to work longer than an 8-hour day; regular travel required.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes, Oregon Administrative Rules, Attorney General's Public Records and Meetings Manual.

b. How are these guidelines used?

Statutes and rules identify requirements and time lines referred to in Commission agenda items. Attorney General's manual is used to assure meetings of the Water Resources Commission are conducted correctly and records kept correctly.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Public	Correspondence/Phone/Person	Obtain or convey information	Daily
Governor's Office	Correspondence/Phone/Person	Obtain or convey information; schedule	Daily
Commission Members	Correspondence/Phone/Person	Obtain or convey information; schedule	Weekly
Legislators	Phone/Correspondence	Obtain or convey information	Weekly
Other agency Directors and staff	Phone/Correspondence	Obtain or convey information	As Needed
WRD Management	Phone/Person	Obtain or convey information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determines correct disposition of requests from public; other state, federal and local agencies; legislators; Governors office; and Commissioners. Assigns managers or other Department staff the responsibility to respond, then monitors deadlines to assure time lines are met. This ensures those communicating will receive prompt and accurate responses.

Determines the correct course of action in handling important calls from the Governors Office, congressional offices, legislators, and agency directors. Inaccurate or untimely decisions could result in reduced efficiency and credibility of the agency.

Participates in agency decision making on issues of policy and/or statewide impact.

Schedules the Director to make the best use of time and to ensure the people necessary for the efficient operation of the Department are seen. This is often done independently without advance consultation with the Director.

Decides, with the concurrence of the Director and Commission, on meeting schedules and locations, independently commits Department to expenditures, and sets preparation and mailing deadlines for Commission meeting materials. These decisions are necessary for the orderly and efficient conduct of Commission meetings, and the best use of Commissioners and staff time.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Director	1000001	Reviews the work of this position informally.	As needed	To keep the director informed of the work being accomplished, ensure the work is what is desired by the Director, and to receive future assignments.
Director		Performs appraisals for this position. Work is evaluated by the smooth functioning of assigned work, responsibilities, accuracy, timeliness, and public image that is perpetuated from services rendered and information provided.		

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

General knowledge of functions, procedures, organization, and governing laws and regulations of the Department and Water Resources Commission. Basic knowledge of the principles, practices, and techniques of supervision. Knowledge and skill in up-to-date office practices, procedures, and equipment. Ability to evaluate and establish work priorities. Ability and skill in establishing and maintaining effective working relationships with agency staff, other Department staff, public officials, interest groups, and the general public.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date