



Board Secretary “AT-WILL”

Department/Division:	Administration
Reports To:	Board of Directors
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Effective Date:	

GENERAL PURPOSE

Under general supervision from the Board of Directors, and occasional direction from the General Manager, to plan, organize, and oversee the activities, services, and operations of the Board Secretary function, including preparation of Board agenda packets, minutes, actions, ordinances, and resolutions, and maintaining official District documents and records; to provide highly responsible and complex administrative support to the Board of Directors and the Administration Department; to provide professional, technical and functional training, assistance, and coordination with direction to administrative support positions; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced-lead level classification within the Secretary series. Positions in this classification are distinguished from the Executive Assistant classifications by the level of responsibility assumed for the administrative support of the Board of Directors and the focus of duties assigned. Incumbents provide highly responsible and complex confidential administrative support to the Board of Directors and General Manager requiring a specialized set of knowledge and abilities. Employees at this level are required to be fully aware of the operating procedures, policies, and regulations within the assigned work unit.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Plans, manages, and oversees the daily functions, operations, and activities of the Board of Directors, including the development of Board agenda packets, administration of filings, and records; provides highly responsible, complex, and confidential administrative support to the Board of Directors.
- Assesses and works to maintain compliance with the Board Policies and Procedures Manual and all other District policies.
- Provides a wide range of general, technical, specialized, and professional support to the General Manager and the Administration department.
- Prepares and assists in the preparation of a variety of correspondence, agendas, policies, ordinances, procedures, plans, reports, surveys, summaries, special projects, work plan goals, presentations, and other work products.
- Coordinates and oversees the work of others as directed.
- Schedules appointments and maintains the Board of Directors' calendars; coordinates meetings between the Board of Directors and internal staff and representatives of outside agencies and oversees meetings logistics; and schedules, maintains and coordinates calendars for the department.

- Attends Board of Director's meetings; records all official proceedings; prepares Board packets, public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the District Board.
- Administers the public hearing process for the District Board meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Coordinates travel arrangements for out-of-town meetings; seminars; workshops, and conferences attended by the Board of Directors and the Administration Department; prepares and processes expense reports for reimbursement.
- Participates in the development and administration of the annual budget; assist as in the forecast of additional funds for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary; participates in development of the budget for the Board of Directors.
- Oversees the operations of the District-wide records management program and records preservation and destruction; sets and ensures legal compliance retention schedules for District records; develops and updates records retention policies and procedures; research District documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open for inspection at all times during office hours and that every person's right to inspect any public record of the District is upheld.
- Coordinates Board member attendance at community events, inter-agency meetings, conferences, seminars, and workshops; prepares and processes Board payroll.
- Serves as Elections Officer for District including issuing candidacy papers, processing related paperwork, and assisting in the orientation of newly elected Board members.
- Updates and prepares the biennial filing of the Conflict of Interest Code to ensure District compliance.
- As FPPC Filing/Compliance Officer, analyzes and ensures compliance with local, state, and federal laws pertaining to statements of economic interest, Board member elections and campaign financing, and advises the Board of Directors and General Manager regarding the requirements of such legislation; notifies affected parties of Fair Political Practices Commission (FPPC) requirements and deadlines; ensures filing deadlines are met and answers questions regarding filing issues from the Board of Directors, the employees identified on the District Conflict of Interest Code, District candidates, and the public.
- Represents the District Clerk function to other departments, elected officials, and outside agencies; explains and interprets assigned programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to the Clerk function.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes, as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management,
- Principles and practices of budget administration.
- Principles, practices, and procedures related to public agency record keeping and the District Clerk function.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and Districts. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures, including Public Records Act, Freedom of Information Act, and Brown Act laws.
- Research and reporting methods, techniques, and procedures.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, presentation, agenda management, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Organize, implement, and oversee District Clerk functions and activities.
- Develop, plan, coordinate, and implement records management program suited to the needs of the District and in compliance with federal, state, local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials and presentations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Research, analyze, and summarize data and prepare accurate and logical written reports and presentations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office, board meeting, audio/visual, and computer equipment and applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education:

An Associate's degree in business, accounting, public administration, information technology, computer science, liberal arts, or other applicable field. A Bachelor's degree is preferred. A Board Secretary / Clerk Certificate issued by the California Special Districts Association and/or a Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is strongly preferred.

And

Experience:

Five (5) years of progressively responsible experience in providing administrative support and assistance to a high-level executive or administrator, including preparing minutes and agendas for a board. At least three (3) years of experience with a government setting and elected and appointed officials.

And

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

California Notary Public within six (6) months from date of hire.

Board Secretary / Clerk Certificate issued by the California Special Districts Association is required to advance more than two steps from the step indicated on the start date and not to exceed Step 10. This certification is not required if the CMC certification has been obtained.

Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is required to advance beyond Step 10.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required

to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.