

---

## Board Secretary

Department: Administration  
Range: 58

FLSA Status: Exempt  
Effective Date: 12/12/17

### **General Purpose**

Under general supervision, plans, organizes, and oversees 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; provides highly responsible and complex administrative support to the President of the Board and Board of Directors; performs other duties as required. Provides technical and functional direction to subordinate administrative support positions.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Plans, manages, and oversees the daily functions, operations, and activities of the Board President and Board of Directors, including the including development of Board agenda packets, administration of filings, and records; provides highly responsible, complex, and confidential administrative support to the Board President and Board of Directors.
- Provides lead direction and oversight of day-to-day operations of the work unit; plans, trains, and reviews the work of administrative support personnel.
- Schedules appointments and maintains the Board President and Board of Directors' calendars; coordinates meetings between the Board of Directors and internal staff and representatives of outside agencies and oversees meetings logistics.
- Attends Board of Director's meetings; records all official proceedings; prepares 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 President and the Board of Directors; 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; researches 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 to 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 every two (2) years, including issuing candidacy papers, processing related paperwork, and assisting in the orientation of newly elected board members.
- 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.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- 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.
- Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.

- 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, 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, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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.
- 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 equipment and computer 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**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### **Education:**

A high school diploma or satisfactory equivalent, preferably supplemented by the completion of college level courses in business, accounting and/or information technology; and

#### **Experience:**

A minimum of 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.

### **Necessary 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.

### **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

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.

#### **Article 3.306**

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***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.***