

## **AGENCY SECRETARY/CLERK TO THE BOARD**

### Definition:

Under general direction of the General Manager, performs a wide variety of specialized, communication, secretarial and administrative support duties for the General Manager and Board of Directors. Supervises or directs employees and the work of consultants. Serve as an Agency Public Information spokesperson. Serves as the Clerk to the Board of Directors and performs related administrative support duties as required.

### Distinguishing Characteristics:

This is a single position class in the Confidential Unit and reports to the General Manager. This is a FLSA non-exempt position. The position provides a wide range of executive level support and communication for the General Manager, and the Board of Directors. This requires a high degree of tact, discretion, trust and judgment in performing a wide variety of complex duties and assignments with only limited direction and supervision. The position works in close liaison with and under direction of, as necessary, the Director of Administrative Services and the Agency's General Counsel. The position must understand and implement laws, regulations policies and procedures applicable to the Agency including but not limited to elections process, economic disclosure, the Brown Act and public records. The position requires the use of excellent written and verbal communication and listening skills. It also must exercise good public relations skills, and the ability to work cooperatively and tactfully with elected and appointed officials, the public, media and staff. The position supervises and directs clerical and support staff and may delegate certain duties. The position generally works indoors and regularly must bend, stoop and occasionally lift up to 35 pounds, operate a personal computer efficiently, use close vision and the ability to adjust focus. Incumbent will occasionally drive a vehicle, walk, bend, twist, and reach in performing duties as well as operate a wide assortment of audio-visual and related equipment.

### Examples of Duties:

- Perform a wide variety of complex, confidential and self-initiated administrative support duties; and responsible communication duties to serve the needs of the Board of Directors, including overseeing or preparing agendas, information packets, legal notices and the taking and transcribing of official minutes;
- Communicate with other elected and appointed public officials, community representatives, the media and the public as a public information spokesperson;
- Answers or redirects oral and written communications on behalf of the Board of Directors;
- Maintain official files, filings and the retrieval and management of General Manager and Board records;
- Coordinate the Agency public relations program including preparing special

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presentations, brochures, display articles and news releases, media clipping service, Agency customer newsletter;

- Maintains mailing lists and Agency multi-media library; operate a variety of audio and visual equipment;
- Attend and represent the Agency at meetings and events;
- Research or prepare memoranda, reports and documents;
- Receive and screen calls, visitors and correspondence and respond independently to inquiries and correspondence or refer to appropriate personnel for action on behalf of the General Manager or Board members;
- respond to customer or citizen inquiries, concerns or complaints;
- Supervise clerical or technical positions and direct consultants;
- Arrange and schedule appointments for the General Manager, Board Chair and Board members;
- Maintain a variety of files including confidential records and reports;
- Prepare correspondence, reports, requisitions, budget transfers, expense reports and payroll records;
- Prepares budget and controls expenditures;
- Take dictation;
- Type finished copy from notes, typed copy, rough draft or oral instructions;
- Summarize and type minutes of meetings from electronic recording devices or handwritten notes;
- Prepare presentations, displays, policies, procedures, brochures and articles;
- Monitor status of pending inquiries, and follow up as appropriate;
- Notarize, record and attest documents; prepare and post or publish public notices and documents;
- Prepare or compose resolutions, certifications or other necessary documents;
- Schedule meetings;
- Make conference travel arrangements, lodging and other reservations;
- May assist in planning and implementing special events;
- Process Board member's claims for reimbursements;
- Coordinate the timely preparation and filing of statements of economic interest for Board members and applicable staff and consultants;
- Coordinate the election process for the Agency with County and State election officials;
- Develop goals, objectives and work plans;
- Assign, monitor and evaluate work products, methods and procedures;
- Supervise and train staff;
- May delegate certain duties;
- Attend meetings and perform other duties as assigned by the General Manager;
- Performs related duties as required.

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### Qualifications:

### Knowledge of:

- Pertinent Agency, federal, state and local laws, codes and regulations including but not limited to the Brown Act, the Public Records Act, the Political Reform Act and election laws and procedures relating to the Agency and the Board of Directors;
- Personal computer operation and electronic word processing;
- Modern office practices and procedures;
- Basic administrative and accounting practices;
- Principles of fiscal, administrative research and report writing;
- The functions and operating procedures of local governance bodies and committees;
- Public relations practices and principles;
- Legal terminology, forms and procedures related to agendas, meetings and actions of the Board of Directors;
- Principles of supervision, training and delegation of duties;
- Budget preparation and administration;
- Applicable audio-visual equipment;
- English usage, spelling, grammar and punctuation;
- The services, organization and functions of the Agency.

### Ability to:

- Analyze situations carefully, recommend solutions and adopt effective courses of action;
- Maintain confidential information and records;
- Meet and communicate tactfully, effectively and calmly in stressful situations and/or dealing with sensitive issues and people;
- Establish and maintain trust and effective working relations with others;
- Communicate effectively in writing and orally;
- Complete administrative assistance and public information duties with a minimum of supervision and direction;
- Exercise initiative and sound judgment in recognizing scope of authority;
- Handle multiple assignments;
- Work with interruptions;
- Accurately record and transcribe information and actions in official written minutes and other applicable documents;
- Work tactfully and effectively with elected and appointed officials, the public and

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staff;

- Serve as a Notary Public;
- Follow oral and written instructions;
- Learn, interpret and apply policies, procedures, laws and regulations;
- Take dictation and type at a speed consistent with timely completion of assignments and job duties;
- Operate a personal computer including word processing and spreadsheet software, copy machine, facsimile machine, camera, overhead and video projector;
- Screen and effectively route calls, mail, complaints and requests for information;
- Coordinate travel and meeting schedules and arrangements for the General Manager, Board of Directors and others as needed.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities above. These would normally be acquired by completion of two years of college with major coursework in public administration, political science, communications, journalism, public relations or business administration and six (6) years of increasingly responsible clerical, secretarial or administrative work, or an equivalent combination of education and experience. Prior experience as support to a governance board is preferred.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Obtain and maintain certification as a Notary Public.