SOUTH COAST WATER DISTRICT

CLERK OF THE BOARD OF DIRECTORS/
EXECUTIVE ASSISTANT TO THE GENERAL MANAGER

DEFINITION

This position is located in the Immediate Office of the General Manager and provides varied, complex, and confidential office administrative and secretarial support to the General Manager, Board of Directors, and related management staff; conducts special projects and administers limited programs; acts as a point of contact for the Board of Directors, other departments, and the public to resolve District-wide issues and concerns; performs technical support work related to the responsibilities of the General Manager and the District Counsel; responsible for the Board’s record management and public records requests; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This single position class provides the highest-level administrative support and an experienced-level paraprofessional class in the District. Incumbent performs a variety of highly confidential office administrative, project coordination, and management support work for the General Manager and Board of Directors, other department directors, and associated staff. The work requires considerable tact, discretion, initiative and independent judgment, extensive public contact, knowledge of District activities, and the ability to conduct independent projects. This class is distinguished from other office support classes in that the nature, scope, diversity, and confidentiality of responsibilities originating at District-wide level require a broader understanding of District functions and the capability of relieving District management staff of day-to-day office administrative and coordinative duties.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Provides varied, complex, confidential, and responsible office support to the General Manager, the Board of Directors, and various District management and administrative personnel involving considerable independent judgement.
- Acts as confidential Secretary to the Board of Directors; types confidential correspondence, provides office administrative support, and makes meeting and other arrangements for the Board of Directors.
- Acts as confidential Executive Assistant to General Manager; oversees and ensures that the office administrative functions of the General Manager’s office are effectively carried out.
- Acts as Clerk of the Board attending all Board and Committee meetings; responsible for the preparation of agendas and packets for Board and Committee meetings, posting agendas in accordance with legal requirements, including regulatory compliance with the Brown Act; preparation of minutes for distribution; responsible for preparation of Board ordinances, resolutions, and official records. Ensures meeting protocol and procedures are adhered to such as Public Comments, motions and vote counts and reporting out of Closed Sessions,
Schedules public hearings; publishes notices in newspaper as required for public hearings, Proposition 218, and County Auditor for annual tax roll.

Follows-up on Board actions, as required; attests, publishes and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.

Maintains multiple calendars for the District Board, General Manager, and Management, coordinates use of District facilities; coordinates Board and General Manager travel and conference arrangements including reviewing costs and billings; schedules and arranges meetings by reserving rooms and equipment, issuing notices, and assembling materials.

Organizes and coordinates other functions for the District.

Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for District staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.

Assists Administration division and various department directors with certain duties by transmitting information and keeping informed of pertinent matters; organizes own work, maintains critical deadlines and coordinates and/or supervises activities with those of other District units to assure completion of the work;

Receives, coordinates, and responds to Public Records Act requests, subpoenas, and Orange County Grand Jury requests.

Responsible for Form 700, 460/470, and Conflicts of Interest filings. Responsible for updating and bi-annual review of District Conflict of Interest Code. Serves as the liaison with the OC Registrar of Voters for Board elections, swearing in of Directors and serving as a polling site.

Types and assembles reports, manuals, correspondence, and other materials containing highly confidential information; independently responds to letters and general correspondence (i.e., composes and prepares letters, memoranda, and reports pertaining to standard policies).

Researches, compiles and summarizes a variety of informational materials for use by the Board, District General Manager, and department directors; initiates follow-up procedures to ensure that projects are completed and deadlines met; works closely with managers and directs other administrative staff on matters pertaining to the Board of Directors.

Leads, guides and directs preparation of drafts and a wide variety of finished documents, which may include legal, engineering or finance terminology or confidential materials from notes, brief instructions, and prior drafts; initiates specified correspondence independently for signature by the appropriate manager; reviews finished materials for completeness, accuracy, format and correct spelling and English usage. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.

Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files per District retention schedule as required.

With the General Manager, prepares and administers the annual budget for the Board of Directors. Ensures conformance of forms, such as Director timesheets and expense sheets, with District policies.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and committees.
- Principles, practices, and procedures of public administration in a municipal setting.
- Basic research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes.
- Familiarity with the California Ralph M. Brown Act.
➢ Business letter writing and the standard format for reports and correspondence.
➢ Principles and practices of data collection and report preparation.
➢ Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
➢ Computer applications related to the work.
➢ English usage, grammar, spelling, vocabulary, and punctuation.
➢ Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
➢ Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
➢ Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

➢ Provide varied, confidential, and responsible executive assistant, secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
➢ Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
➢ Interpret and implement policies, procedures, technical processes, and computer applications related to the General Manager’s office.
➢ Perform basic research and prepare reports and recommendations.
➢ Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
➢ Organize, maintain, and update office database and records systems.
➢ Enter and retrieve data from a computer with sufficient speed and accuracy.
➢ Take notes rapidly and accurately transcribe own notes.
➢ Compose correspondence and reports independently or from brief instructions.
➢ Establish and maintain a records management system.
➢ Make accurate arithmetic and statistical calculations.
➢ 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 modern office equipment including computer equipment and specialized software applications programs.
➢ Use English effectively to communicate in person, over the telephone and in writing.
➢ Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
➢ Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

A minimum of five (5) years of experience in general clerical, office administration, or secretarial work including five years working with elected officials. Experience in providing technical and administrative support to executive-level management in a public agency is desirable.

Experience with standard public agency office administrative and secretarial practices and procedures, including business letter writing and the operation of standard office equipment; basic functions and organization of local governments; record keeping, report preparation and filing methods; correct English
usage, including spelling, grammar, punctuation and vocabulary and application of The Brown Act. Skill in the operation of a variety of office equipment, including operation of word processing equipment at 60 net WPM; knowledge of database development and use of spreadsheets.

Training:

Equivalent to the completion of two (2) years of college coursework in Management, secretarial and/or office management, communication, public administration or a related field is desirable.

License or Certificate:

➢ Valid California class C driver’s license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*