

	Job Classification:	Executive Assistant / Clerk to the Board
	Representation:	Management & Confidential Unit
	Wage Schedule Range:	18
	FLSA:	Exempt or Non-exempt
	Effective Date:	February 1, 2018
	Revision Date:	N/A

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and Board of Directors with a high degree of tact, discretion, trust, judgment and confidentiality; serve as the Clerk to the Board; provide administrative support to department heads, as needed; serve as the District’s Custodian of Records; and provide general information and assistance to the public.

Supervision Received and Exercised

General direction is received from the General Manager.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Performs a wide variety of high level, confidential and complex administrative support and analytical duties for the General Manager, Board of Directors, and District department heads/executive management.
- Manages the operations and services of the Board of Directors, including functions imposed by statutory law, Board meeting protocol, maintenance of confidential information and files, preparing and assembling Board agenda and agenda items, official minutes, resolutions, meeting and legal notices and other related documentation and matters as required.
- Oversees Board policy review; provides analytical support in preparing draft policies and procedures for District administrative functions.
- Certifies the authenticity of official Board actions and prepares certified copies of such actions, as required.
- Tracks Board direction to staff on critical and/or sensitive projects to assure compliance.

- Receive and responds to a variety of requests and inquiries from District staff, the public, and outside agencies.
- Accepts subpoenas, summons, and claims served on the District.
- Independently responds to letters and general correspondence of a routine nature.
- Makes travel arrangements, maintains day-to-day appointment schedules and calendars.
- Arranges meetings, conferences, and civic functions for the General Manager and the Board of Directors.
- Attends and participates in meetings as needed including Board of Directors committees, regular, special, and other public meetings and records all official proceedings; accurately prepare minutes and other documents; and follows up on action items.
- Receives and reviews all agenda items to ensure that all submittals are complete and in compliance with established procedures.
- Arranges for publication of special meetings, hearings, and other documents, as needed.
- Serves as filing officer for the Fair Political Practices Commission; and, as such, is responsible for annual distribution and oversight of Statements of Economic Interest 700 Forms for all designated employees, and other required forms as required by law.
- Responsible for developing, implementing, and keeping current the District's Conflict of Interest Code.
- Researches, complies, and analyzes data for special projects, various reports, and presentations.
- Maintains District leases and related insurance requirements.
- Fully aware of the operating procedures and policies of the District and administrative regulations as applicable.
- Maintains policy manuals, legal files of the District including Board agendas, Board minutes, Board resolutions/ordinances, and documents similar in nature.
- Coordinates all aspects of filling Board vacancies, either by election or appointment; maintains full responsibility for election proceedings for Board members in coordination with the Calaveras County Elections Department.
- Coordinate and supervise responses to records requests under the California Public Records Act.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- District operations, procedures, policies, precedents, rules and regulations.
- Record retention procedures.
- Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.
- Agenda preparation and distribution requirements.
- The functions and operating procedures of local governance bodies and committees.
- Modern office practices, procedures, and computer equipment/software.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Adobe Acrobat for professional document finishing, indexing and compilation.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Perform a variety of complex administrative and analytical support work involving the use of sound independent judgment and personal initiative with exceptional organization skills for the General Manager, Board of Directors, and District department heads/executive management.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive reports and prepare routine reports.
- Maintain confidential data and information for appropriate personnel.
- Independently prepare correspondence and memorandums.
- Successfully adapt to changing workload and task assignments.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited or no supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.

- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

Education and Experience

- Associate's degree with coursework in business administration, communication or a related field is preferred, or equivalent.
- A bachelor's degree from an accredited four (4) year college or university with major coursework in public or business administration, communication or a related field is desired.
- Four (4) years of increasingly responsible, administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Licenses and Certifications:

- Require a valid California Driver's License issued by the California Department of Motor Vehicles.
- Possession of or ability to qualify for appointment as a Notary Public for the State of California within six (6) months of appointment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.