



**Title: Clerk to the Board**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to assist the Board of Directors and District staff in the conduct of its business by performing duties mandated by state law, agency ordinances, administrative code and Board directives. This is accomplished by managing meeting agendas, coordinating meeting ancillaries, overseeing subcommittees, writing, editing, maintaining and recording resolutions, minutes, motions, and information items, maintaining calendars, preparing documents and correspondence, filing, distributing and retrieving documents, preparing payroll, tracking information, and recording, analyzing and interpreting and reporting data. Other duties include providing related assistance as required by the Board of Directors and staff members, and completing requests from management and legal representatives, coordinating tours; researching and analyzing staff reports, and attending all Board meetings.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Serves as assistant Secretary/ Clerk to the Board of Directors by attending all Board Meetings, creating minutes and keeping records, verifying, signing and filing resolutions, preparing payroll, maintaining records and actions taken, preparing documents for Public Records Requests, certifying corporate documents, resolutions, and actions, scheduling Board meetings, handling customer complaints through Board members, overseeing sub-committees, preparing the annual calendars, writing issue papers and resolutions pertaining to Board activities, protecting agency corporate records, documenting Board follow up requests, providing confidential assistance relative to labor negotiations, researching and certifying documents, resolutions, motions and transactions, planning and implementing joint and off-site Board meetings, verifying a quorum is present, and conducting Retirement Board Meetings in the absence of the presiding acting assistant secretary.	40%
2	S	Ensures the Board of Directors and the public receive accurate information by performing duties as mandated by state law, agency ordinances, administrative code and Board directives,	30%



		including the preparation of agendas and maintenance of records of all actions taken, receiving, reviewing and commenting on all issue papers written by staff, distributing copies of documents for review, coordinating changes , creating and distributing meeting packages and agendas, providing the Board of Directors with press releases and information relative to District activities, and providing the public with copies of documents as requested. Provides assistance to Benefits for the Retirement Board relative to meeting setup, review of Retirement Board packages, etc.	
3	S	Serves as Filing Officer for the District's Conflict of Interest Program by notifying staff and Board members of their responsibility to file Conflict of Interest Forms, providing the appropriate forms and letters, reviewing, filing and forwarding forms to the appropriate authority, tracking and logging deadlines for receipt of forms, answering questions regarding the Fair Political Practices Commission Conflict of Interest Form Reporting Requirements, and utilizing knowledge of the rules/regulations of the Conflict of Interest filing requirements.	10 %
4	L	Coordinates documents by reviewing all District wide Standard Operating Procedures, distributing the procedures and indexes to the appropriate staff, maintaining records, keeping all current Administrative Code, Ordinances and Procedures of the District, reviewing complex oral and written instructions related to district policies and procedures, coordinating with other departments to ensure compliance, developing, monitoring and generating monthly reporting for department, and consulting with external agencies and private industry to obtain information and resolve issues relative to policies and procedures.	10 %
5	S	Performs administrative duties by creating annual budget for Board, purchasing items for department, monitoring the budget, preparing purchase requisitions, assigning account numbers to invoices, serving as custodian of the Corporate Seal, issuing visitor passes, arranging tours for visitors, and explaining operations and policies to staff.	10%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Office Management, General Business or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of office and administrative secretarial support experience working with senior management, boards and committees.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is



	obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of 60 net words per minute.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Record keeping, filing, and document storage and retrieval methods, legally mandated retention periods.</li> <li>• The Brown Act, Public Records Request Act, and conflict of interest codes.</li> <li>• Practical application of computers and peripheral equipment.</li> <li>• Parliamentary procedure as it relates to public agency Board meetings.</li> <li>• Basic statistical analysis.</li> <li>• Methods and techniques of conducting studies of administrative practices.</li> <li>• Basic organization and function of public agencies, including the role of a Board of Directors.</li> <li>• English usage, grammar, punctuation, and spelling.</li> <li>• General accounting principles.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Reviewing budgets, and purchasing processes.</li> <li>• Type 60 words per minute.</li> <li>• Prioritize work and deal with conflicting workload requirements.</li> <li>• Schedule regular and special Board meetings.</li> <li>• Enforce deadlines for issue paper submissions.</li> <li>• Organize and gather all information to prepare and distribute Board agenda with mandated time frames.</li> <li>• Locate and retrieve documents from a variety of sources include archived original copies as well as on-line document management system.</li> <li>• Attend Board meetings and ensure meeting minutes and actions to be taken are documented.</li> <li>• Interpret and implement administrative internal policies.</li> <li>• Learn the interaction and relationship between all levels of staff.</li> <li>• Learn deadlines.</li> <li>• Learn the District’s administrative code, desk manual, standard operating procedures, and personnel rules and procedures.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, equipment, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, equipment, tables and chairs
Reaching	O	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	R	Stairs, step stools
Balancing	R	On ladders, on step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving, operating Dictaphone
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:** Copier, calculator, fax machine, recording equipment, Dictaphone, timer, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.