

DISTRICT SECRETARY

DEFINITION

Under general direction, plans, organizes, oversees, and manages the staff and operations of the Administration Services department; manages the facilitation, recording, and archiving for the District's boards and committees; oversees agenda packet preparation, meeting facilitation, and records management for a variety of boards and committees; provides accurate and timely recording of board and committee meetings and compliance with applicable public meeting laws; provides complex staff assistance to management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Administration Services department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to facilitating, recording, and archiving the activities of the District's boards and committees. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for facilitation, recording, and archiving activities for the District's boards and committees; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations; develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues; assists the public and staff in interpreting

and applying policies and procedures; explains, justifies, and defends programs, policies, and activities.

- Prepares and coordinates agenda and meeting packets for distribution; proofreads, edits, and coordinates department review of agenda items; coordinates timing of presentation and discussion of board-bound agenda items, through committees, study sessions, and ad hoc meetings.
- Attends board meetings, study sessions, and committee meetings and oversees meeting logistics and arrangements; records all roll call votes and board actions and ensures compliance with legal requirements; records, drafts, and maintains various board and committee meeting minutes, resolutions, ordinances, and other official District records; prepares, publishes, posts, and mails all legal notices.
- Acts as the District's Custodian of Records; responds to subpoenas and public records act requests; certifies a variety of records and documents; assists staff, legal counsel, law enforcement agencies, and courts with the production of records.
- Assumes responsibility for the District's records management activities; oversees the imaging, maintenance, and destruction of archived documents in accordance with the records retention policies and code; revises the records retention code as necessary.
- Supports and coordinates general District election procedures, paperwork, and related communication; orients new board members.
- Coordinates the timely filing of Conflict of Interest Statements, Annual Campaign Disclosure statements, statement of facts, and election materials for Board of Director candidates and other filings as required; ensures compliance with required ethics training.
- Administers the annexation process; review applications and coordinates with outside agencies, District personnel, and developers; collects fees and tracks time to process through multiple agencies and engineering department staff.
- Maintains and updates the District's Administrative Code, Conflict of Interest Code, and other supported boards' bylaws, meeting minutes, and resolutions; advises on content, clarity, formatting, and coordination through legal counsel of draft codes and policies.
- Provides support and acts as Secretary to the Board for additional boards and entities, including Meeks & Daley Water Company, the Water and Wastewater Facilities Corporation Board, the Bedford-Coldwater Groundwater Sustainability Authority; performs stock transfers and other specialized support activities.
- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership and supervision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of budget administration and monitoring.
- Meeting protocols, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.
- Rules and procedures governing the notice and conduct of public meetings.
- Principles and practices used in agenda and minute preparation.
- Principles used in the development and implementation of records management systems, including automated and manual records management, retrieval, and storage.
- Applicable federal, state, and local laws, rules, regulations, and procedures including Brown Act, Public Records Act, election codes, conflict of interest, and disclosure codes.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Serve as Secretary to a variety of boards and committees.
- Provide confidential and complex support to board members and executive management personnel.
- Balance competing interests and priorities.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Education:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level course work in public administration, business administration, or a related field.

Experience:

- Five (5) years of increasingly responsible experience providing administrative support for a governing board, including experience preparing agenda packets, facilitating meetings, and coordinating records, including two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- Possession of a commission as Notary Public within six (6) months from date of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with District staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.