

DEPUTY DISTRICT SECRETARY

DEFINITION

Under direction, performs a variety of responsible and complex administrative and programmatic support duties for the District Secretary; assists in facilitating, recording, and archiving meetings for the District's boards and committees; assists in preparing and distributing agenda packets; records, transcribes, and maintains minutes for various board and committee meetings; serves as a liaison with District staff, outside agencies, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Secretary. May supervise administrative support staff as assigned.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification responsible for independently performing complex administrative and clerical duties in support of the operations and activities for the District Secretary. Positions at this level exercise independent judgment on diverse and specialized administrative and programmatic support activities. Assignments are typically provided through general instructions and objectives, and incumbents are expected to organize the necessary details and carry them through to completion. Performance of the work requires the use of independence, initiative, and discretion within established 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 so that qualified employees can perform the typical functions of the job.

- Performs a variety of professional and responsible secretarial and administrative duties for the District Secretary; relieves District Secretary and other management staff of clerical and administrative tasks; schedules meetings, supports Board administrative activities, and responds to a variety of questions and issues from board and committee members and the general public.
- Maintains a calendar of activities, meetings, and various events for District Secretary or other assigned staff; coordinates activities with other departments, the public, and outside agencies; arranges for meetings with multiple parties; interacts with board members, candidates, and other individuals and groups regarding boards and committees' activities.
- Gathers and compiles background materials needed to draft recommendations, staff reports, and related documents for the Board of Directors and other boards and committees; tracks status of board agenda items and coordinates with District staff ensure required deadlines are met.
- Reviews, proofreads, and edits agenda items for board meetings, committee meetings, and interagency committees; formats and edits board agenda items for accuracy and compliance; prepares postings in compliance with open meeting laws.
- Creates and maintains board and committee calendars; coordinates, schedules, and confirms meetings; prepares rooms and equipment, including meeting room set-up and clean-up;

- coordinates refreshments and meals as appropriate.
- Attends and participates in board and committee meetings; transcribes and maintains Board and committee meetings minutes.
- Maintains records for all boards and committees, including Elsinore Valley Municipal Water District, Water Employee Services Authority, Bedford Coldwater Groundwater Sustainability Authority, EVMWD Financing Authority, and Meeks and Daley Water Company, including minutes, ordinances, and resolutions; assists with stock transfers; maintains records of the Administrative Code and uploads to Districts websites.
- Administers the Statement of Economic Interest Filing and campaign financing statements and reporting; notifies affected parties of Fair Political Practices Commission (FPPC) requirements and deadlines and answers questions regarding filing issues from Board, employees, and outside entities.
- Assists the District Secretary with annexation process activities; processes and submits adjusted division boundaries for the District; assists in conducting elections.
- Makes purchases for a variety of goods and services; processes and reconciles credit cards and receipts for accuracy and application to District policy; tracks account balances.
- Reviews and organizes office operations; implements various administrative operating procedures, rules, regulations, and clerical systems and ensures consistency within the division; develops and revises office forms and report formats; initiates, organizes, and maintains complex filing systems and records.
- Screens office calls, visitors, and mail; provides information and assistance including responding to requests for information and assistance; assists the public and other District staff in interpreting and applying District policies and procedures; researches information related to District policies; explains, justifies, and defends programs, policies and activities.
- Supports the District's records management program; maintains accurate and up-to-date files and records for assigned areas; monitors various logs, accounts, and files for current and accurate information; develops, organizes, and maintains filing systems; follows District Retention Policy guidelines.
- Assists in responding to public records act requests; receives, logs, and tracks public information requests as needed; reviews requests and consults with District and legal staff on determining responsive documents; compiles materials and submits to requestors.
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files; updates and maintains assigned files; scans documents into electronic format and files hardcopies; establishes and maintains administrative and confidential files.
- Assists management staff in collecting, compiling, and analyzing information on a variety of specialized topics; participates in the preparation of reports; assists with special projects and ad hoc committees as assigned.
- Utilizes standard business software at an advanced skill level to prepare a wide variety of reports, letters, memoranda, correspondence, and charts; proofreads for accuracy; independently composes correspondence and reports related to assigned area of responsibility.
- Serves as the acting Secretary to the Board of Directors as needed; may assist in monitoring assigned budgets; compiles annual budget requests and budget information as assigned.
- Notarizes a variety of documents.
- Complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of the District.
- Principles of office management and work organization.
- 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 and practices used to establish and maintain files and information retrieval systems.
- Principles of business letter writing and detailed or complex report preparation.
- Basic principles used in the development and implementation of records management.
- Mathematical principles.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide a high level of administrative support for assigned management staff.
- Perform responsible and difficult office management, administrative support, and secretarial duties.
- Understand the organization and operation of the District and of outside agencies as necessary.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as pertinent laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Participate in the preparation of a variety of administrative and financial reports.
- Independently prepare correspondence and memoranda.
- Develop, implement, and maintain complex filing systems.
- Type and enter data at a speed necessary for successful job performance.
- Prepare clear, accurate and concise agendas and minutes of meetings.
- 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 general office, clerical, and secretarial training.

Experience:

- Five (5) years of increasingly responsible clerical and administrative support experience, including one (1) year of experience supporting a governing board.

Licenses and Certifications:

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

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, elected officials, 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.