



Administrative Services Liaison

Agency/Department: Administrative Services

Reports to: General Manager/CEO
Supervises: Customer Services Team Leader
Customer Service Representatives I/II

JOB SUMMARY:

Under the general administrative direction of the General Manager, performs all statutory duties of Board Clerk, including but not limited to a variety of paraprofessional and administrative duties involving a high degree of accuracy, confidentiality, discretion, and independent judgment.

The Administrative Services Liaison is responsible to the Board to perform all functions of the Office of Board Secretary as required by the state and federal law and Public Utilities Code. The Administrative Services Liaison serves as Secretary to the Board and General Manager. The Administrative Services Liaison is the custodian of and responsible for the safekeeping and maintenance of all personnel records, official records, Ordinances, Resolutions, minutes, contracts, and other formal documents and records of the District.

Under limited direction plans, supervises, and coordinates administrative work in support of a wide range of District departments; serves as manager of Administrative Services Department; responsible for the administration and supervision of the Administrative Services Department.

DISTINGUISHING CHARACTERISTICS:

The Administrative Services Liaison is a confidential, exempt position and assists the General Manager in scheduling meetings; assembling and distributing Agendas and Board Packets, and notifying the public and employees of the Board's actions. The Administrative Services Liaison is responsible for internal and external support services, requiring a thorough knowledge of the operations, procedures, rules, regulations, precedents, and management objectives of the District with the ability to interpret and apply that knowledge with good judgment.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager/CEO.

Provides general supervision over the Customer Service Team Leader.
Provides general and immediate supervision over the Customer Service Representative I/II.

May provide technical and functional supervision over professional and technical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Prepare, publish, and post Agendas, Meeting notices and other related materials; assemble Board Packets. Prepare and disseminate all documents for Board Meetings. Assure posting, mailing, and other known legal requirements are met. Prepare Affidavits certifying requirements are met.

Administrative Service Liaison

- Attend Board, Committee and Commission meetings as required or requested and prepare and finalize Minutes and follow up on projects. Attend meetings outside of established working hours when necessary.
- Compose Resolutions, Ordinances and Public Hearing Notices when required for review by General Manager and/or Legal Counsel. Assure known legal time requirements are met. Prepare, attest, publish, and post Ordinances and Resolutions as required. Send documents to Placer County Recorder when required.
- Attest to and countersign Resolutions, Ordinances and contracts on behalf of District. Serve as Custodian of District seal.
- Responsible for posting on the District website the Minutes, Agendas and other information relevant to the public.
- Possess a working knowledge of and be able to interpret the Brown Act, Water Code, Government Code and other Special District law.
- Coordinate election procedures with Placer County and candidates. Prepare documents declaring an election will be held. Administer Oaths of Office to newly elected and appointed Board members and submit to Placer County. Participate in orientation of new Directors.
- Work with legal counsel in preparation of required documents in connection with Board and Committee meetings.
- Coordinate filing of Conflict of Interest Statements, Campaign Statements, and Statement of Facts Roster of Public Agencies filing, and others as required by law. Responsible for maintaining the District's Conflict of Interest Code, ensuring compliance with the Political Reform Act.
- Research, extract, coordinate, and summarize information (confidential and non-confidential) on behalf of Board of Directors. Compose and prepare business letters, memos and reports.
- Track any revisions made to the District Administrative Code/Code of Ordinances.
- Attend educational classes, seminars, and other training programs in order to increase knowledge and stay current with technology and information on District-related subjects.
- Notarize documents for District and North Tahoe PUD residents. Pass State testing in order to maintain State of California Notary Public Commission.
- Initiate changes to Board of Directors Policies and Procedures.
- Participate on behalf of Management in negotiations with recognized employee organizations, prepare record of issues discussed and assist in drafting Memorandum of Understanding.
- Responsible for legal proceedings such as elections, annexations, assessment districts, and public hearings.
- Provide back-up coverage for the administrative staff during vacation and sick leave absences and handle as many of the duties of that position as time allows.
- Responsible for filing, maintaining, and safeguarding all District files, including but not limited to, litigation, Resolutions, Ordinances, Agendas and Minutes. Maintain and update Record Retention Policy as needed.

- Organize and maintain central District files and coordinate system for file retention.
- Respond to public records requests.
- Assist with preparation of Quarterly District Newsletter.
- Assist in the preparation of annual budgets.
- Responsible for the District's short-term and long-term records management program.
- Undertakes research for special surveys and studies for District management and professional staff, and produces the resulting summaries as required.
- Assist in revisions to Personnel Policies and Procedures and submit to General Manager and/or legal counsel, prior to adoption by Board of Directors.
- Make room arrangements for meetings and travel arrangements for the General Manager/CEO and Board.
- Maintain cooperative effective working relationship with and act as liaison to the Board, employees, and members of the public.
- Perform special projects as assigned by the General Manager and other related duties as required.
- Provide administrative support to Human Resources Department as needed.
- Coordinates Customer Service Team in facilitating work as needed by all departments.

MINIMUM QUALIFICATIONS:

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

EDUCATION: Graduation from a high school or equivalent; an Associates Degree or advanced clerical training is highly desirable.

EXPERIENCE: A minimum of at least five years of related experience in an executive level secretarial position with responsibility for providing administrative support with a public agency or a private organization. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

KNOWLEDGE OF:

- Current knowledge of office administrative and secretarial practices and procedures such as business letter writing; organization and function of a public agency or private organization, including role of elected officials and appointed committee members; skill in operation of modern office equipment, correct English usage, including spelling, grammar, punctuation and vocabulary; knowledge of current applicable software programs, office management techniques and budgeting principles and practices. Requires excellent organization skills and the ability to prioritize and meet deadlines.

ABILITY TO:

- Assume responsibility and make decisions; plan, organize, and supervise the work of support staff; analyze situations accurately and adopt effective courses of action. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Board of Directors, District management, professional staff, consultants, customers, and the general public. Skill at interpersonal communications, verbally and in writing with a diverse range of people, and maintaining effective business relationships; identifying, analyzing, and independently solving a variety of moderately difficult situations and problems. Deal tactfully and courteously with the public as well as District employees; establish and maintain cooperative and effective working relationships.

LICENSES:

- Valid California or Nevada Driver's License with an acceptable driving record according to the District at the time of appointment and throughout employment.
- Valid State of California Notary Public Commission

CERTIFICATIONS:

- Special District Clerk Certification desirable

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, and project scheduling software; 10-key calculator; phone, cell phone; copy machine; fax machine and other modern office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee may be subjected to prolonged periods of sitting, use of keyboard, viewing monitor, standing, and walking. The employee is occasionally required to climb stairs or balance; stoop, bend, kneel, crouch, or crawl; talk or hear. The employee will occasionally be required to lift up to 20 pounds and may need to carry for approximate distance up to 50 feet.

The employee may be required to drive vehicle to deliver Board documents to Directors or to attend outside meetings.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee will occasionally have to tolerate adverse weather conditions. The employee occasionally works around moving mechanical parts, and is occasionally exposed to wet and/or humid conditions, dust, noise, pollens, and fumes or airborne particles. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Exempt

Employee Unit: Confidential – Unclassified

Job Family: Administrative Services

Class Progression: n/a

Date of Last Revision: _____ 12/8/15 _____

Date Approved: _____ 12/8/15 _____

Approved By: _____ Signed by Duane Whitelaw _____