



Board Secretary/Administrative Liaison

DEFINITION:

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. Serves as Secretary to the Board and General Manager. Acts as custodian of and responsible for the safekeeping and maintenance of all official records, personnel records, Ordinances, Resolutions, minutes, contracts, and other formal documents and records of the District. Provides administrative support to Human Resources and other departments as needed. Performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the General Manager/CEO.

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

CLASS CHARACTERISTICS:

This is a single level class, confidential, exempt position performing all functions of the Office of Board Secretary as required by the state and federal law and Public Utilities Code. Provides administrative support to the General Manager/CEO, Board of Directors, Board Committees and Commissions, and other department heads; assists in scheduling meetings; assembling and distributing Agendas and Board Packets. This position is distinguished within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.

EXAMPLES OF ESSENTIAL 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 essential functions of the job.

- Prepare, publish, Email, 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. Oversee administration and posting of meeting videos, agendas, packets, approved minutes, and other documents online.
- 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.
- Schedule and attend internal management team meetings; schedule and coordinate meetings, seminars, conferences, and training sessions for management staff.
- Coordinate election procedures with Placer County and candidates; prepare documents declaring an election will be held; orient new directors; coordinate filing of conflict of interest statements; statement of facts roster of public agencies filing; maintain the District conflict of interest code as per the Political Reform Act; administer Oaths of Office to newly elected and appointed Board members and submit to Placer County.
- 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.
- Manage and coordinate District General Liability and Property Insurance programs, work as liaison for customers filing claims against the District, and coordinate between General Manager and Finance Department to resolve relief for water losses per ordinance requirements.
- Attend educational classes, seminars, and other training programs 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 to maintain State of California Notary Public Commission.
- Initiate changes to Board of Directors Policies and Procedures.
- Responsible for legal proceedings such as elections, annexations, assessment districts, and public hearings.
- 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.
- Provide administrative support and backup coverage to Human Resources Department as needed including but not limited to: employee assistance with District benefit programs, job postings, advertisements and hiring process, coordinate District's workers' compensation program and reporting, assist with data entry, filing, research and maintain employee personnel records and Action Forms.
- Organize and maintain central District files and coordinate system for file retention.
- Respond to public records requests.
- 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.
- 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.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

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EDUCATION AND EXPERIENCE: Graduation from a high school or equivalent; an associate degree or advanced clerical training is highly desirable. 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:

- Administrative practices and procedures, organization and function of a public agency including role of elected officials and appointed committee members.
- Principles and practices public Board agenda and meeting packet preparation, content and distribution.
- Brown Act, Fair Political Practices and Conflict of Interest.
- Principles and practices of records management.
- Principles, practices, and techniques of human resources in a public agency setting, as it relates to recruitment and selection including the interpretation of laws, regulations, policies, and procedures.
- Professional English grammar, spelling, vocabulary and punctuation.
- Standard office procedures including the use of computers and software applications relevant to the work performed.

ABILITY TO:

- Perform highly confidential administrative and secretarial support to District management, Board members and committees.
- Interpret and apply District policies, procedures and regulations as it relates to assigned responsibilities.
- Prepare a diverse range of documents such as Board agendas, meeting minutes, resolutions and related materials.
- Compile and maintain complex, extensive and confidential materials; maintain confidentiality of sensitive information.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Assume responsibility and make decisions; plan, organize, analyze situations accurately and adopt effective courses of action.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from Board of Directors, District management, professional staff, consultants, customers, and the general public.
- Effectively communicate verbally and in writing.
- Identify, analyze, and independently solve 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.
- Operate standard office equipment including computers and specialized software applications relevant to work performed.
- Use web streaming equipment and software for recording public meetings.

LICENSES:

- Possession of a valid Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain, State of California Public Notary certification within twelve (12) months of date of hire desirable.

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. Web streaming equipment and software for recording public meetings.

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 Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

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

WORK ENVIRONMENT:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.