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**Position:** Executive Assistant / Board Clerk

**Reports to:** General Manager

### **Basic Function**

Under the administrative direction of the General Manager provides complex and responsible administrative support to the General Manager and Board of Directors as well as coordination of the Human Resources function.

### **Supervision**

Receives general supervision from the General Manager.

### **Distinguishing Characteristics**

This confidential classification reports to the General Manager and is responsible for providing high level administrative, records management, human resources and other executive-level support to the General Manager, Board of Directors, and other District staff, with minimal guidance or supervision.

### **Typical Duties**

#### **Board Support**

Manages the preparation, production and distribution of Board and Committees agenda materials including preparing agendas, minutes, reports, resolutions, ordinances, supporting documents, and ensures that agenda postings and public notifications are compliant with the Brown Act.

Creates and maintains the Board and Committees calendar (schedule), arranges and confirms meetings.

Attends Board and Committees meetings; coordinates meeting logistics including video, digital and audio broadcast and recordings, ensures all actions and votes are properly executed, recorded and archived.

Coordinates the District's election activities with County Elections including noticing vacancies, making appointments, preparing notice of election and resolution ordering election, processing oaths of office, onboarding and offboarding of Directors.

Updates and prepares the biennial filing of the Conflict-of-Interest Code with the County.

Acts as filing officer for the District, maintaining an accurate database in the County Netfile portal and administering the filing of Form 700 Statements of Economic Interest including noticing new filers of Fair Political Practices Commission requirements and deadlines and answering questions regarding filing from the Board and covered District employees.

Prepares quarterly Board and Committees compensation reports for payroll. Administers the Director and retired Directors medical, dental, vision and life insurance benefits.

Maintains the Board and Committee Members Training Compliance Status to ensure that all eligible members complete public officials' ethics training and local government sexual harassment prevention training.

Serves as travel coordinator for Board members; receives requests for business travel; makes travel arrangements in accordance with District policies and procedures; prepares and processes conference registrations; prepares travel itineraries and ensures that District funds are used in accordance with the District's established policies and procedures.

Provides administrative support services to individual Board and Committee members as requested.

Maintains webpage content for the Board including agendas, minutes, policies, programs, elections and terms of office.

### **Human Resources**

Answers inquiries from the public or employees for information on subjects such as employment opportunities and requirements, benefits, personnel policies, procedures, practices, salaries, accident and incident reporting and claims procedures.

Maintains electronic and paper personnel record keeping systems in compliance with the records management policy.

Leads recruitment processes, including preparing job descriptions, creating job postings, advertising, outreach, responding to applicant questions, scheduling interviews, testing, other pre-employment processes and onboarding.

Coordinates the medical, dental, vision, life/ADD, COBRA, retirement and supplemental programs including retiree medical benefits. Conducts an annual open enrollment in partnership with ACWA JPIA.

Advises and coordinates leaves including disability (SDI) paid family leave (PFL), pregnancy disability, medical leave (FMLA/CFRA).

Administers the workers' compensation program including claims reporting, acts as District liaison with the workers' compensation administrator. Compiles, prepares and certifies the CalOHSA and OSHA annual reporting.

Updates and maintains the Employee Handbook and associated employment policies.

Implements the Memorandum of Understanding with the employee's union, including maintaining the approved document, preparing employee memos, updating hourly/monthly salary schedules and compensation plans, Ensures an effective working relationship with the employee union.

Supports the property and liability program including claims reporting for injury, auto and property claims, establishes logs and records and follow -up as required with carrier and affected parties.

Implements the Injury and Illness Prevention (Safety)Program. Administers third party electronic learning management information systems including LMIS and Vector Solutions.

Coordinates the performance evaluation process.

Plans and hosts employee events.

Maintains webpage content for human resources including job descriptions, compensation plan, MOU, employee handbook, job application and government compensation information.

### **Records Management**

Maintains the official District records and archives including administrative code, agreements, annexations, as-builts, audits, budgets, capital projects, connections records, contracts, deeds, formation, ordinances, permits, policies, programs, real property, rate studies, resolutions, service and sphere of influence amendments and state controller reports.

Implements the Districts records retention in coordination with assigned staff including the developing indexing and classification methods to organize and locate electronic and paper records throughout their lifecycle.

Responds to public records act requests and subpoenas on behalf of the District.

Serves as the District Notary Public, notarizing signatures on documents pertaining to District business.

### **Minimum Qualifications:**

Knowledge of:

- Standard and executive-level office administrative practices and procedures, including business letter writing, report preparation, and the operation of office equipment.
- General principles and practices of public sector employment and human resources including the operations, services, and activities. of the human resources function support functions
- Principles and procedures of records management including the development and maintenance of complex filing and record keeping systems.
- Computer systems and technology applications, including word processing, spreadsheet, data management and calendaring software, at a highly competent level.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform a variety of executive-level office management functions.
- Provide complex and responsible administrative support to the General Manager, Board Members and Management Staff.
- Initiate and use technology to enhance efficiency and a high level of performance in office and administrative support assignments.
- Prepare agendas, produce accurate, prepared written minutes and records of official actions, utilizing technology applications to record and retain information and data.
- Compose correspondence from self-initiated or limited instructions; proofread materials to ensure accuracy and completeness.
- Perform research and prepare documents and reports.
- Perform basic math.
- Quickly learn and apply:
  - Relevant administrative procedures and laws pertinent to a public agency, such as the Ralph M. Brown Act, Public Records Act, and parliamentary procedures.
  - Agenda preparation and distribution requirements for a local government board;
  - Notification and publication requirements for Board actions, ordinances, and resolutions;
  - Fair Political Practices Commission (FPCC) regulations and guidelines pertaining to statements of economic interests for Board members and District staff, elections, and campaign financial disclosure statements; and Public Records Act requirements for reviewing and obtaining public records.
  - Other legal and regulatory requirements relative to the position.
- Establish recordkeeping, filing and records retention systems in compliance with legal requirements; and rapidly file and retrieve materials.
- Maintain confidentiality and exhibit appropriate sensitivity to matters within the job scope.

- Effectively and professionally represent the District, its programs and its policies to the public and other agencies.
- Organize and prioritize work, meet deadlines, manage interruptions and changing priorities.
- Apply initiative and make sound independent decisions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and cooperative working relationships.

### **Education and Experience**

Any combination of experience and education that has produced the necessary knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications would be: Experience: Four years of increasingly professional office administrative or secretarial experience including specialized human resource management, preferably in the public sector.

### **Desirable Qualifications**

Knowledge of local government Board support functions, including agenda preparation and distribution requirements and notification and publication requirements for Board actions, ordinances, and resolutions; knowledge of Board procedure under recognized rules of order and/or the Ralph M. Brown Act; knowledge of Public Records Act requirements for reviewing and obtaining public records.

### **Physical Demands**

This position requires verbal skills to effectively interface with the public and other staff members and the public; sufficient near vision to read documents and use a computer and far vision when interacting with others; acute hearing is required when communicating via telephone. The ability to push, pull, lift and carry equipment and supplies weighing up to 25 pounds is also required.

### **Working Environment**

Work is performed in an office environment and the nature of the work requires that the incumbent operate a computer and other office equipment in a seated position for extended periods of time.

### **License or Certification**

Must obtain a California Notary Public certification within 12 months of hire. Must possess and maintain a valid California Driver's License and have a safe driving record.

### **Other Requirements**

Must be available to attend evening Board meeting as required.