

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: Clerk of the Board/Executive Secretary

Division: Administrative

FLSA Status: Non Exempt

Reports to: General Manager

Position Type: Full Time

Revision Date: March 10, 2016

POSITION SUMMARY

Under general direction; plans, organizes, and directs operations and services of the General Manager's office and Board of Directors; oversees elections, Board meetings, conflict of interest code, and public records functions; coordinates assigned activities with other departments and outside agencies; coordinates Metropolitan Water District Inspection Trips; provides independent, highly responsible and complex administrative support to the General Manager's office; supervises the cleaning crew; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Clerk of the Board/Executive Secretary is responsible for administration and operational activities of the General Manager and Board of Directors including elections, Fair Political Practices conflict of interest disclosure, Board and Public Financing Authority agendas, Board packets, minutes, and official records administration; Public Records Act, Brown Act, and AB 1825 sexual harassment training compliance; and Metropolitan Water District Inspection Trips. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Examples of Duties

- Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Public Records Act, Political Reform Act, and District and Government Codes.
- Serves as Clerk of the Board for Calleguas Municipal Water District and the Calleguas-Las Virgenes Public Financing Authority; coordinates meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares the development and preparation of public notices and publications, agendas, packets, minutes, contracts, ordinances, and resolutions.
- In conjunction with County of Ventura, administers all elections processes for the Calleguas Board of Directors, prepares candidate guidelines and legal publications, responds to election inquiries, election results communications, and candidate inquiries in accordance with state and local election laws.

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- Oversees, or serves as Filing Officer for Fair Political Practices Commission economic interest statements; in conjunction with the FPPC, initiates conflict of interest codes and biennial code filings, conflict of interest and financial records including employees, board and authority board members.
- Receives and certifies official records including ordinances and resolutions pertaining to District business that may be used in court; acts as District notary by issuing acknowledgment of instrument; maintains security of District seal, signature stamps and official records.
- Coordinates Metropolitan Water District Inspection Trips by serving as liaison between Metropolitan's tour guide, District staff and Board members, and tour invitees and guests; sending out all necessary correspondence to guests; planning food for breakfast at Calleguas; and attending the tours and serving as hostess and District representative to assure guests are well taken care of and their questions are answered.
- Makes appointments and arranges for travel for Board members and the General Manager. Maintains appointment calendar for the General Manager.
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board of Directors.
- Performs a variety of special assignments.
- Performs filing and record keeping.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff.
- Supervises the Cleaning Crew Supervisor.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education, Experience, Certifications:

- Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.
- High school diploma or GED.
- Completion of basic educational training in office skills or five years of increasingly responsible work experience performing a variety of office support work.
- Certification as a California Notary Public.

Knowledge/Skills:

- Policies, procedures, and operations of the District and in particular the functions of the Board of Directors and Executive support.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Elections Code, Government Code, Calleguas Administrative Code, Public Records Act, Conflict of Interest Code, the Political Reform Act, and Assembly Bill 1825 Sexual Harassment Training.

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- Board meeting protocol and procedures.
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Receptionist and telephone techniques.
- Correct English usage, spelling, grammar and punctuation.
- Use of Microsoft Outlook, Word, PowerPoint, and Excel.
- Perform a variety of office support and program support assignments with minimal supervision.
- Spell correctly.
- Make basic arithmetical computations.
- Strong organizational skills.
- Follow oral and written directions.
- Operate a variety of office equipment.
- Interface with others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations in a professional manner during contact with others.
- Establish and maintain cooperative working relationships.

SUPERVISORY RESPONSIBILITIES

Supervises the Cleaning Crew Supervisor by carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include, along with the Cleaning Crew Supervisor, selecting, employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints, purchasing supplies and resolving problems. Verifies time sheets and approves overtime when necessary.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle, computer and standard office machines such as fax, computer, calculator, telephone, copiers etc.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.

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- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with District executives and managers, District Board of Directors, other governmental officials, employees and the public.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.