



JULY 2015
FLSA: EXEMPT

DEPUTY CLERK OF THE BOARD

DEFINITION

Under general supervision, performs a broad range of professional and administrative duties in support of the day-to-day operations of the Board Services Division. Assists in the planning and development of all required processes; coordinates and monitors processes related to agendas, minutes, ordinances, resolutions, contracts, agreements, and official records of the District; performs work that requires interpretation and analysis of information; provides recommendations on problem resolution; participates in short and long range planning; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant General Manager. Exercises no supervision of staff. May provide guidance and training to less experienced staff.

CLASS CHARACTERISTICS

This is a professional journey-level classification that is responsible for the administration and daily operations of the Clerk of the Board's Office functions and activities, under the direction of the Clerk of the Board. This classification performs a variety of administrative duties, including assisting in the development of Board of Directors regular and committee meeting agendas, administration of filings, records management, and coordinating with other District departments. The nature, scope, and diversity of responsibilities of this classification require a broad understanding of District functions and the capability of relieving the Clerk of the Board of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the Clerk of the Board in his or her absence.

EXAMPLES OF ESSENTIAL 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 essential functions of the job.

- Assists in the coordination of the preparation of Board of Directors regular and committee meeting agendas and related documents in accordance with legal requirements; performs administrative duties and follow through on directives of the Board of Directors and management staff in accordance with established District policies and procedures and applicable statutes; interacts with various departments for supporting documentation, and publishes official notices as required.
- Attends evening meetings; takes or records minutes; prepares minutes; and provides general administrative support services as assigned.
- Functions as liaison with other District staff, the general public, and outside agencies and organizations; monitors, analyzes, and interprets information regarding operating policies and procedures.
- Ensures the execution of confidential and complex administrative, technical, and programmatic duties; performs a variety of duties in supporting and/or managing special projects; resolves problems having a significant impact on the overall operations of assigned programs.

- Performs professional-level duties in conducting a variety of studies and research; collects, compiles, and reviews information from various sources on specialized topics related to program administration or programs administered by management staff; develops summary reports that present data, identifies alternatives, and makes and justifies recommendations; assists in implementation of recommendations and evaluates the implementation of changes.
- Provides staff support in the preparation, review, and implementation of various administrative policies, procedures, rules, and regulations in accordance with sound organizational practices; monitors Federal, State, and local legislative activities on matters that may impact District processes and/or its business plan.
- Assists in short- and long-term program planning and development; provides staff assistance in the development and implementation of division goals and objectives; researches and stays abreast of changing business practices, new trends, and innovations.
- Assists with the budget process; provides assistance in budget development by collecting and analyzing the division's financial data; creates data tracking and reporting systems for monthly monitoring.
- As assigned, provides leadership, guidance, and training to less experienced staff; may oversee the work; monitors work activities; assists in determining work priorities; trains assigned employees in their area of work; ensures adherence to established policies and procedures; provides point of reference for employees by possessing higher-level skills; makes independent decisions.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of confidential and complex administrative, technical, and programmatic duties related to Board of Directors meetings and activities; preparation and distribution of minutes of meetings; processing and recording of actions and documents approved by the Board.
- Principles and practices of Board of Directors agendas and agenda packets to include composition and preparation.
- Principles and applications of critical thinking and analysis.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Modern and complex principles and practices of records and information management.
- Methods, techniques, and principles used in the preservation and maintenance of various materials.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Work organization and office management principles and practices.
- Principles of business letter writing.
- Practices used in minute taking and preparation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature requiring the ability to use independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Apply critical thinking and analysis to a broad range of situations.
- Prepare clear and concise analytical, administrative, and financial reports.
- Provide information and organize material in compliance with laws, regulations, policies, and procedures.
- Prepare complete and concise agenda packages for the Board of Directors and the general public.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret technical information for a variety of audiences.
- Respond tactfully, clearly, and appropriately to requests and inquiries from the general public.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Lead subordinate-level staff on programs and projects.
- Provide guidance and training to less experienced staff.
- Resolve conflict by establishing workable solutions and alternative approaches.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious 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:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration or business administration, or a related field, and four (4) years of related diverse experience in managing a range of technical programmatic or administrative areas of responsibilities including two (2) years of administrative lead experience. Experience supporting a Board of Directors, a City Council, department head or similar public agency environment is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a Certified Municipal Clerk (CMC) certification within three (3) years.
- Possession of or ability to obtain a Notary Public Commission in the State of California within one (1) year.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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.