



**DECEMBER 2018
FLSA: EXEMPT**

CLERK OF THE BOARD

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, supervises, assigns, reviews and participates in the work of staff responsible for a wide variety of confidential and complex administrative, technical, and programmatic duties related to meetings of the Board of Directors including publishing notices and preparing agendas/minutes; ensures work quality and adherence to established policies and procedures; serves as the District's records custodian, managing the maintenance of official District records for public, private, and government use; oversees responses for all requests of public records; responsible for District compliance with California Public Records Act regulations and timelines; serves as a liaison to District departments, other District staff, general counsel, outside agencies, and the general public; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned managerial staff. Exercises direct and indirect supervision over assigned staff.

CLASS CHARACTERISTICS

This is the supervisory-level class that exercises general and direct supervision over assigned staff performing public sector Clerk to the Board tasks. Work includes a variety of complex and confidential administrative duties, including the development of Board agendas, administration of filings, records management, and coordination with other District departments. Incumbents exercise independent judgment and initiative in establishing efficient and effective operations consistent with applicable laws, rules, regulations, District policies, and administrative guidelines. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents organize and oversee day-to-day program administration and supervise staff assigned to the workgroup.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of assigned staff responsible for duties related to the Board of Directors and records management programs.
- Carries out the District's safety program; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Establishes schedules and methods for providing a wide spectrum of services related to the Board of Directors and the records management program; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Prepares Board of Directors regular and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required.
- Attends regular and committee meetings for the Board of Directors; records actions taken at meetings; oversees preparation and distribution of meeting minutes; processes documents approved at Board meetings including agreements and contracts; reviews and signs purchase requisitions and contracts/agreements for all Board items.
- Handles administrative duties and follows through on directives of the Board of Directors and management staff in accordance with established District policies and procedures and applicable statutes.
- Serves as the District's records custodian and filing officer; processes and monitors documents including conflict of interest filings in accordance with established procedures.
- Maintains official District records for public, private, and government use; initiates, organizes, maintains, and controls access to complex filing systems and records including Board of Directors and other District documents, files, and records; ensures that all records and required retention information are included in the records retention schedule; provides direction to others in developing and maintaining official files and filing various documents; ensures compliance with records management policies and procedures.
- Oversees responses for all requests of public records; establishes procedures for program administration; provides direction to staff regarding such requests.
- Ensures District compliance with California Public Records Act regulations and timelines.
- Serves as primary contact and liaison for assigned functions and programs with other District staff, the general public, and outside agencies and organizations.
- Prepares, revises, and implements various policies, procedures, rules, and regulations in accordance with sound organizational practices; develops and revises office forms and report formats; establishes procedural manual for clerical support services for assigned areas.
- Participates in the selection of division staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the division's program budget; submits budget recommendations; monitors expenditures.
- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of assigned staff.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of division staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Performs a variety of special projects and programs in assigned area including the implementation and coordination of assigned programs and projects; assists with the development of procedures; obtains resources; implements programs and monitors activities.
- Performs the more technical and complex tasks of the work unit.
- Plans, prioritizes, assigns, supervises, reviews and participates in the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; develops and implements work improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the assigned areas of responsibility; researches emerging products and enhancements and their applicability to District needs.
- Assists in responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.
- Advanced principles and practices of public sector clerk to board functions including agenda preparation, minute-taking and associated posting requirements related to California open-meetings law.
- Advanced principles and applications of critical thinking and analysis.
- Principles and practices of budget development, administration, and accountability.
- Work organization and office management principles and practices.
- Principles and practices of compiling information and preparing reports.
- Principles of business letter writing.
- Methods and techniques of public relations.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of records management including practices used in establishing and maintaining files and information retrieval systems.
- 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.
- Basic principles and practices of leading projects.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Take and transcribe accurate minutes.
- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Inspect the work of others and maintain established quality control standards.
- Train others on proper work procedures.
- Resolve conflict through workable solutions and alternative approaches.
- Perform responsible and difficult administrative duties involving the use of independent judgment and personal initiative and resourcefulness.
- Apply critical thinking and analysis to a broad range of situations.
- Prepare complete and concise agenda packages for the Board of Directors and the general public.
- Administer departmental goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the work unit.
- Work cooperatively with other departments, District officials, and outside agencies.

- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- 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.
- Work extended hours, including nights, weekends and holidays when necessary.
- Ensure adherence to safe work practices and procedures in the workplace.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Utilize a computer, relevant software applications, including Microsoft Office, spreadsheet and database applications and/or other equipment.
- Effectively 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 effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from an accredited college or university accredited by the U.S. Department of Education, with major coursework in public administration or business administration, or a related field; AND
2. Six (6) years of increasingly responsible work experience in public or business administration supporting a Board of Directors, a City Council, or similar public agency environment.

Licenses and/or Certifications:

- Must obtain a Certified Municipal Clerk (CMC) certification within 36 months from date of employment.
- Must obtain a Notary Public Commission in the State of California within 12 months of date of employment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

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, 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, 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 10 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.