



**DECEMBER 2018
FLSA: EXEMPT**

ASSISTANT 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, 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; receives, distributes, and coordinates responses for all requests of public records; ensures compliance with California Public Records Act regulations and timelines; 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 assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May provide guidance and training to less experienced staff.

CLASS CHARACTERISTICS

This classification is the first level within the general administration job series. Incumbents are 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)

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.

- 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 follows 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 and documents as required.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/ practices, and/or reports unsafe work conditions/ practices to assigned supervisory or managerial staff.

- Coordinates, and reviews documents to be placed on Board of Directors and standing committee agendas; ensures documents are complete, accurate, and compliant in content and format, including required attachments and/or exhibits; provides guidance to staff members on agenda report content and formatting.
- Attends regular and committee meetings for the Board of Directors, including evening meetings and preparation meetings; takes and prepares minutes for a variety of meetings; and provides general administrative support services, including the preparation of confidential and highly sensitive documents.
- Primarily responsible for receipt, distribution and coordination of responses to requests for public records, ensuring compliance with California Public Records Act regulations and timelines; responds to inquiries regarding public records, the Public Records Act, and the Freedom of Information Act; reviews and monitors legal requests for records; justifies a nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public by helping to identify records and information relevant to the request; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information.
- 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; may provide related recommendations to the supervisor, as needed.
- Assists in the coordination of compliance with legal requirements related to Board activities, to include Conflict of Interest agency filers, filings for assuming office, leaving office, and annual documentation; performs activities related to the notification, acceptance, recording, storage and retrieval of official documents regarding Fair Political Practices Commission – Statement of Economic Interest.
- Stays abreast of changing laws, regulations, policies, and procedures pertaining to the role of Board Services, including, but not limited to, the Brown Act and Political Reform Act; communicates business implications and impact to the Clerk of the Board.
- 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.
- Provides leadership and guidance to others in the workgroup. May direct, assign, train, monitor, and review the work activities of team members; assists in determining work priorities and assignments; trains assigned employees in their area of work; ensures adherence to established policies and procedures; serves as a resource for employees by possessing specialized skills pertaining to Clerk of the Board programs and functions; recommends and works with supervisor to implement work improvements; and makes independent decisions as appropriate to areas of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

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 public sector board functions, including agenda preparation, minute-taking and associated posting requirements related to California open-meetings law.
- Methods and techniques of data collection, research, and preparing reports.
- Methods and techniques of statistical and financial analysis.
- Principles and practices of compiling information and preparing reports.
- Principles and practices of records management including practices used in establishing and maintaining files and information retrieval systems.
- Methods, techniques, and principles used in the preservation and maintenance of various materials.
- 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.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and review activities of assigned workgroups or teams.
- Develop and/ or oversee programs and/ or projects.
- Take and transcribe accurate minutes.
- 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 public.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Prepare clear and concise 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 lower level staff on programs and projects.
- Provide guidance and training to less experienced staff.
- Work extended hours, including nights, weekends and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.

- Resolve conflict by establishing workable solutions and alternative approaches.
- 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.

Education and Experience:

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 a college or university accredited by the U.S. Department of Education, with major coursework in public or business administration, or a related field; AND
2. Two (2) years of work experience in managing a range of technical programmatic or administrative areas supporting a Board of Directors, a City Council, department head 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 from 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.