



January 2019  
Class Code: A-58  
FLSA: EXEMPT

## **EXECUTIVE ASSISTANT/CLERK OF THE BOARD**

### **DEFINITION**

Under direction, performs a variety of confidential and highly responsible, complex administrative duties on behalf of the District Manager and Board of Trustees; administers and coordinates District agendas, minutes, and communications; serves as liaison with District Counsel, outside agencies, and the general public; manages official District records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a single position classification responsible for providing administrative support to the District Manager's Office. Incumbents perform a variety of administrative and project coordination support work for the District Manager, Board of Trustees, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, independent judgment and knowledge of District activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL 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.*

- Provides administrative support to the District Manager and Board of Trustees by assisting with duties of an advanced, complex, sensitive, and confidential nature in accordance with established District policies and procedures and applicable statutes; represents the department at meetings as assigned; acts as a liaison between the District Manager, other staff and the public.
- Prepares Board of Trustees 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; coordinates resolutions and follows up with staff as appropriate.
- Attends regular monthly and committee meetings of the Board of Trustees; records actions taken at meetings; processes documents approved at Board meetings including resolutions, agreements, and contracts; prepares and distributes minutes of the meetings.
- Composes agenda items and resolutions following legal procedures and identifies District business items to be placed on the agenda.
- Oversees the preparation of Board Room and information for distribution at the Board of Trustees and committee meetings.

- Conducts administrative functions for the Board of Trustees, such as creating and maintaining computer files for board-related data, prepares correspondence, reappointment letters, and memos; creates committee lists and maintains records of present and past representatives; replies to Trustee inquiries.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, and specialized documents for the District Manager and other department staff; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Reviews and analyzes proper course of action regarding various requests and inquires related to District vector surveillance and control benefit assessment charges; prepares correspondence for the District Manager's reply; acts as a District liaison with consulting firm.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests for completion by designated individuals; submits resolutions to the Board of Supervisors for approval on a biennial basis.
- Prepares and upon signature of authorized individuals, submits reports, forms, statements and related legal documents to appropriate agencies.
- Maintains District records such as minutes, resolutions, agreements, contracts, and policies; implements and maintains filing system for District business and correspondence.
- Receives requests for records according to the California Public Records Act; responds or coordinates responses from management.
- Opens, reviews, and distributes mail to appropriate staff.
- Organizes travel and facility arrangements as needed for District functions.
- Provides administrative support to management staff in the preparation of District annual reports, budgets, and related District documents.
- Communicates with District Counsel on District matters involving legal issues and maintains confidential information regarding sensitive matters.
- Provides assistance and information to the general public, other vector control agencies, and cities; receives calls from public when other staff is not available; screens office calls and visitors.
- Oversees the purchase or rental of office equipment including copy machines and postage machine; oversees ordering supplies for various equipment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and function of public agencies, including the role and authorities of the Board of Trustees and appointed boards and commissions.
- District policies and procedures.
- Operations and services provided by the Clerk of the Board of a public agency.
- Administrative and business principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Mathematical principles.
- Complex record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Provide a high level of administrative support to the General Manager and Board of Trustees.
- Prepare for, attend, and ensure proper documentation of, Board of Trustee meetings.
- Perform Clerk of the Board duties at Board meetings consistent with policies and procedures.
- Prepare and maintain the District's formal documents, resolutions and filing systems.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose District formal correspondence consistent with standards.
- Prepare and submit official documents to local and state government agencies.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective 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 an associate degree with course work in public or business administration or a related field; and five (5) years of increasingly responsible administrative and secretarial experience, preferably in a governing board environment experience. Bachelor's degree in public or business administration, or a related field is desired.

### **Licenses and Certifications:**

- Possession of, or ability to obtain by time of appointment, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain by time of appointment, Notary Public certification for the State of California.

### **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 to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas 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 up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

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.