



JOB DESCRIPTION

JOB TITLE:	Clerk of the Board	DEPARTMENT:	Administration
REPORTS TO:	Administrative Manager	FLSA STATUS:	Non-Exempt
PREPARED DATE:	January 2004	APPROVED DATE:	March 18, 2004
REVISION DATE:	March 2008		

SUMMARY

Under the direction of the Administrative Manager, plans, organizes, and coordinates the agenda and related materials for Board of Directors and Executive Committee meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Administrative – Conducts agenda review meetings, works closely with General Counsel to ensure suitability of items to be placed on Board of Directors and Executive Committee agendas; researches and analyzes data; prepares staff reports pertinent to the office of the clerk; tracks, reviews and edits all staff reports and obtains signatures for approval for inclusion in the agenda packets; schedules, prepares, prints and distributes agenda packets for the Board and Committee; ensures compliance with the Brown Act and other applicable laws; maintains annual subscriptions for agenda packets; coordinates and prepares meeting rooms for Board and Committee meetings; procures appropriate audio and/or video recordings; takes and prepares meeting minutes; processes, or distributes for processing, actions after approval of the Board; maintains official Board and Committee records and documents, both public and confidential; attests and processes official documents such as ordinances, resolutions and agreements; codifies ordinances adopted by the Board; files documents for recording with County as needed; schedules special meetings; directs requisitions for Board and Committee members meeting reimbursements, supplies and equipment; provides input during budget preparation, authors and processes legal notices and reports for publication; screens, routes and processes calls; takes information requests from the public ensuring compliance with California Public Records Act; serves as filing officer for statements of economic interest for Authority Board members and designated employees; independently responds to general correspondence; performs administrative functions of the public bid process; attends all Executive Committee and Board meetings; responsible for records retention process; maintains current operational procedures pertinent to the office of the clerk and provides training on new procedures; attends meetings outside normal work hours and locations as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Customer Focus/Interpersonal Skills

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. 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 functions.

Minimum Qualifications

Associate's degree (A.A.) from an accredited college or university or equivalent degree or certificate from business school in administrative services; or four years related experience; or equivalent combination of education and experience.

Language Skills

Ability to take and transcribe minutes, write reports, business correspondence; ability to effectively present information and respond to questions from division managers, Board members, customers, and the public. Grammar, punctuation, syntax and spelling with the ability to compose effectively in a timely manner. Bilingual in Spanish is desirable.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

Desirable Experience and Knowledge Base

- Bachelor’s degree from an accredited four-year college or university in administrative services; or two years related experience
- Procedures, responsibilities and operations of serving a Board of Directors.
- Open meetings and public records laws.
- Administrative policies, practices, and procedures.
- Principles and practices of supervision and modern office procedures.
- Exceptional organizational skills.
- Planning and setting up meetings.
- Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.
- Effectively express ideas orally and in writing, including composing accurate and timely minutes, reports, and correspondence.
- Assemble complex documents and to establish and maintain a variety of moderately complex files.
- Exercise initiative and independent judgment in the application of standards to a variety of work situations and to organize and plan work to meet deadlines in a variety of situations.
- Exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the public, including irate individuals.
- Understand organization and operation of the Authority and of outside agencies as necessary to assume responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver’s license is required.

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds Specific vision abilities required by this job include close vision and distance vision.

Work Environment - The work environment is a typical office setting with a moderate noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date