



Ross Valley Sanitary District Clerk of the Board I/II (Confidential)

DEFINITION

Under direction, the Clerk of the Board performs a variety of complex, responsible, and varied administrative duties for the General Manager and Assistant General Manager, supports the District Board of Directors, provides general information and assistance to District staff and the public; performs research, statistical and other analytical work.

DISTINGUISHING CHARACTERISTICS

Clerk of the Board I – This is the entry level in the Clerk of the Board series. Positions in this class typically have limited related work experience and work under general supervision while learning job tasks. The Clerk of the Board I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned.

Clerk of the Board II – This is the journey level class in the Clerk of the Board series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Position in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent has met with minimum qualifications, demonstrated an ability to perform the full scope of work independently, and meets performance standards.

This class is distinguished from the Senior Clerk of the Board in that the latter performs the most difficult and responsible types of duties assigned to classes within the series which may include providing technical and functional supervision over others. This class is distinguished from other administrative positions by the wider variety of more complex tasks performed, the greater degree of independence exercised, and the high degree of confidentiality required. The incumbent is required to use initiative, independent judgment, tact, and discretion, particularly when dealing with District management staff and members of the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Clerk of the Board I

Receives general supervision from a higher-level supervisor or manager. There are no direct reports to this position.

Clerk of the Board II

Receives direction from a higher-level supervisor or manager. There are no direct reports to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Perform a wide variety of complex, responsible and confidential duties for the General Manager, Board of Directors, and District department managers.
- Interpret District policies and administrative regulations, procedures, laws and regulations in response to inquiries and complaints; refer inquiries as appropriate.
- Research and assemble information; verify that information or data is complete, accurate, and consistent with District policy.
- Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys and analyses; analyze and make recommendations in the development and administration of assigned program area.
- Research and analyze pending legislation and identify impact to department programs and activities; work with lobbyist to influence pending legislation and regulations.
- Serve as liaison between outside organizations and the District; provide professional guidance with respect to District policies and procedures.
- Receive and respond to information requests from the media and the public on behalf of assigned department; prepare press releases; develop and implement marketing plans including television and radio spots, brochures, and other materials.
- Maintain working files (electronic and hardcopy).
- Create templates and input a variety of information, including spreadsheets and databases.
- Compose and edit a wide variety of correspondence, reports, and press releases.
- Make travel arrangements, maintain appointment schedules and calendars and arrange meetings, conferences and civic functions for the General Manager, Board of Directors and other staff.

- Prepare meeting premises, printing necessary documents, and providing logistics.
- Represent the General Manager as appropriate while interacting with local, regional and state organizations on different District business issues.
- Attend to visitors and/or callers or refer them as appropriate; provide factual information that may require judgment and discretion as well as interpretation of policies and procedures.
- Prepare for all aspects of Board meeting preparation, agenda coordination, and follow up including follow up with department managers regarding agenda items, ensuring compliance with the Brown Act.
- Attend Board of Directors and other public meetings and record official proceedings; prepare meeting minutes and other documents.
- Prepare, organize, print, distribute, post, follow up and document Board and committee agendas for which the Board of Directors serves as governing board.
- Communicate with the full Board and Board Committees both independently and on the General Manager, Assistant General Manager and Legal Counsel's behalf.
- Maintain schedule of Board and Committee meetings.
- Coordinate collection and filing of annual Conflict of Interest Reports (Form 700) with the County and California Sanitation Risk Management Authority (CSRMA).
- Collect and update Board member information.
- Maintain records of Board Policies and Procedures; research and draft Policies and Procedures.
- Maintain official District records consistent with record retention schedule.
- Prepare information and write staff reports for Board actions.
- Perform other duties as required.

REQUIREMENTS

Clerk of the Board I

Knowledge

- Advanced English usage, spelling, grammar and punctuation.
- Business correspondence writing and report preparation.
- Principles and practices of record keeping, document retention and database management.
- Brown Act, Fair Political Practices, Conflict of Interest and Public Record Request Act.
- Principles and practices of organization and administration.
- Statistical and graphical presentation methods.
- Principles and procedures of financial record keeping and reporting.
- Technical report writing procedures and grant proposal development.
- Principles and practices of routine analytical research.
- Standard office procedures and practices.
- Operation of business equipment.
- Advanced principles and practices of customer service.

Skills and Abilities

- Learn to perform responsible and difficult administrative support.
- Learn to interpret and apply administrative and District policies, procedures, laws and regulations.
- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Research and compile technical information.
- Compile and maintain reports and prepare routine reports.
- Maintain confidential data and information for executive staff.
- Prepare correspondence and memorandums.
- Handle several parallel activities.
- Take and transcribe accurate minutes of Board meetings.
- Utilize standard office equipment.
- Use of Microsoft Office Suite.
- Attend evening meetings.
- Independent, critical thinking.
- Interpersonal Skills.
- Communicate effectively, both orally and in writing.
- Strong coordination skills.

Interpersonal Skills

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.
- Ability to diffuse situations of conflict with grace and demeanor.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Bachelor's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible technical administrative experience at least two of which must have been at the executive level.
- Experience both as a recording secretary and in working with elected officials is desirable.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver’s License Class “C”, have a satisfactory driving record, and continue to meet District’s insurance company’s driving standards.
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire highly desirable.

Failure to maintain these standards may result in loss of employment.

Clerk of the Board II

In addition to the qualifications of the Clerk of the Board I:

Knowledge of

- Functions and organization of municipal government.

Skills and Abilities

- Perform responsible and difficult administrative support involving the use of independent judgment and personal initiative.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Independently prepare correspondence and memorandums.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Bachelor’s Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible secretarial and administrative experience comparable to Clerk of the Board I with the District.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver’s License Class “C”, have a satisfactory driving record, and continue to meet District’s insurance company’s driving standards.
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire highly desirable.

Failure to maintain these standards may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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.

Positions in this class typically require: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

PRE-EMPLOYMENT REQUIREMENTS

No pre-employment drug testing or physical examination required.

FLSA Status: Non-exempt
Employment Status: Unrepresented, Confidential
Approved by: Ross Valley Sanitary District Board of Directors
Date: September 18, 2019