



Ross Valley Sanitary District Senior Clerk of the Board (Confidential)

DEFINITION

Under direction, of the General Manager, the Senior Clerk of the Board organizes, assigns and reviews the work of assigned personnel engaged in a variety of administrative tasks and/or performs the most complex duties in support of the General Manager, Assistant General Manager, and District Board of Directors including research, statistical and analytical work.

DISTINGUISHING CHARACTERISTICS

The Senior Clerk of the Board is the advanced journey level in the Clerk of the Board class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a higher-level supervisor of manager. May exercise technical and functional supervision over others.

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.

- Plan, prioritize, and review the work of staff assigned to a variety of administrative tasks in support of the General Manager, Board of Directors and District staff.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Perform the most complex, responsible and confidential duties for the General Manager, Board of Directors, and District department managers.
- Interpret, apply and explain 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.
- Compose and edit a wide variety of correspondence, reports, and press releases.
- Make travel arrangements, maintains appointment schedules and calendars and arranges 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 while maintaining 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

Knowledge of

- Principles and practices of technical and functional supervision.
- Functions and organization of municipal government.
- Brown Act, Fair Political Practices, Conflict of Interest and Public Records Request Act.
- Principles and practices of grant administration.
- Principles of project management.
- Principles and practices of marketing, community outreach and public information.
- 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.
- Advanced English usage, spelling, grammar and punctuation.
- Principles and practices of record keeping, document retention and database management.
- Standard office procedures and practices.
- Operation of business equipment.
- Advanced principles and practices of customer service.

Skills and Abilities

- Organize, assign and review the work of staff engaged in administrative tasks.
- Perform the most difficult and responsible administrative support duties involving the use of independent judgment and personal initiative.
- Interpret and apply administrative and District policies, procedures, laws and regulations.
- Independently perform the more professional analytical work.
- Identify, research, and respond to questions from other District departments, outside agencies and the public.
- Prepare and present technical reports, requests for proposal, contracts and agreements.
- Independently prepare correspondence and memorandums.
- Compile and maintain reports and prepare routine reports.
- Maintain confidential data and information for executive staff.
- Attend evening meetings.
- Prepare correspondence and memorandums.
- Handle several parallel activities.
- Take and transcribing accurate minutes of Board meetings.
- Utilize standard office equipment.
- Use of Microsoft Office Suite.
- Independent, critical thinking.
- Interpersonal skills.
- Communicating 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 professional administrative experience comparable to Clerk of the Board II 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