



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Board Secretary
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GENERAL PURPOSE

Under direction of the General Manager, plans, organizes, coordinates, and oversees complex administrative support activities for the Board of Directors and General Manager; provides policy guidance and expert assistance to District departments in areas of responsibility including compliance with legal requirements related to District elections; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This professional level classification provides a high-level of administrative support to the Board of Directors and the General Manager. Incumbents regularly perform tasks of a work complexity which requires considerable discretion and independent judgment. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager. Exercises technical and functional direction over, and provides training to, administrative staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, manages, and oversees the daily functions, operations, and activities of the Office of the General Manager; provides highly responsible, complex, and confidential administrative support to the General Manager and Board of Directors.
- Schedules and coordinates meetings, seminars, conferences, and training sessions for the General Manager and Board of Directors; maintains General Manager and Board calendars in order to coordinate, arrange, and confirm meetings, screen meeting requests, and refer appointments to other staff, as appropriate.

- Attends Board of Director's meetings, public hearings, and other functions, as directed by the General Manager; oversees, coordinates and participates in the preparation of the Board and Board Committee meeting agendas and packets; schedules requests for public input at Board meetings, record roll call votes on agenda items; ensures compliance with legal requirements governing the conduct of closed sessions.
- Maintains official custody of the District seal and shares signatory power on ordinances, resolutions and agreements; certifies affidavits and depositions; accepts the service of subpoenas.
- Administers oaths and affirmations and certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the District Board; supervises the maintenance of Board records and dissemination of all actions including minutes, ordinances, resolutions, agreements and deeds; certifies, attests to, and notarizes documents, including grants of easement, quit claim deeds, resolutions, and liens.
- Coordinates the conduct of Board elections and ballot measures for the formation of new improvement districts with the County of Riverside; ensures conformance with state and local election and campaign financing laws; administers the oath of office to newly elected directors.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Represents the General Manager's office and the District on committees, task forces and with external groups and organizations; stays abreast of new trends and innovations; monitors changes in laws and regulations that may affect District or program operations; implements policy and procedural changes, as required.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Participates in the development and administration of the annual budget; participates in development of the budget for the Board of Directors.
- Provides functional direction and guidance to support staff.
- Observes and complies with all District and mandated rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- District ordinances, state laws, and other legal requirements applicable to the government structure of the District, specifically related to the functions, roles, and operations of the Board and committees.
- Applicable ordinances and laws pertaining to hearings before the Board, the conduct of Board elections, and improvement district formation measures.
- Rules and regulations governing the conduct of public meetings, the Board, and its' committees, including relevant provisions of the Brown Act and parliamentary procedures.
- General functions of a municipal water district.
- Principles and practices of public record retention and management.
- District personnel rules, policies, and labor contract provisions.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- Analyze administrative problems, evaluate alternatives, and adopt effective courses of action.
- Prepare clear, concise and complete documentation, minutes, and other reports and correspondence.
- Coordinate effective Board elections consistent with all legal requirements.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

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- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible experience providing management or administrative support to executive management and governing boards.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration or a closely related field.

Licenses/Certifications:

- Notary Public is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 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.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Board Secretary. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____