



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	Deputy Board Secretary I/II
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GENERAL PURPOSE

Under general supervision (Deputy Board Secretary I) or direction (Deputy Board Secretary II), assists in supporting and administering operations of the Executive Office and may serve as acting Board Secretary in the Secretary's absence; participates in preparation of Board agenda and minutes; supports the Board Secretary and performs varied, difficult, sensitive, and confidential office administrative and secretarial support functions for the General Manager and Deputy General Managers; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy Board Secretary I: This is the entry-level classification in the Deputy Board Secretary series. Initially under close supervision, incumbents learn and perform routine office administrative and secretarial support functions. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Deputy Board Secretary II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Deputy Board Secretary II: This is the fully qualified journey-level classification in the Deputy Board Secretary series. Positions at this level are distinguished from the Deputy Board Secretary I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Board Secretary in that the latter performs the more complex work assigned to the series, such as support activities for the Board of Directors and General Manager, serving as recording secretary for Board meetings and meetings of the EMWD Facilities Corporation, providing policy guidance and expert

assistance related to District elections, and providing technical and functional direction over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Board Secretary while providing support to the assigned Deputy General Manager. Exercises no direct supervision over 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.

Positions at the Deputy Board Secretary I level may perform some of these duties and responsibilities in a learning capacity.

- Screens requests for appointments; creates and maintains events calendar; serves as travel coordinator for Executive Branch, senior management staff, and Board of Directors; receives requests for business and conference travel; makes travel arrangements including airline, hotel, and automobile rental reservations in accordance with District policies and procedures; prepares and processes requests for travel advances and conference registrations; submits requests and estimated costs for approval; prepares travel itineraries; reviews travel requests to ensure accurate information and calculations and makes correcting entries.
- Reviews, formats, and edits board items for accuracy and compliance with District standards; and assigns resolution and ordinance numbers to Board items in accordance with the office's established indexing system; reviews files for electronic transfer.
- Reviews, proofreads, and edits department agenda items for Board meeting and meeting of public and interagency committees; participates in maintenance of Board records and dissemination of all actions including minutes, ordinances, resolutions, agreements, and deeds.
- Prepares postings and posting affidavits; uploads records and maintains department intranet web page; maintains files for Board agenda materials.
- Coordinates, arranges, and confirms meetings; arranges for meeting set-up, including planning menus, coordinating supply purchases, coordinating catering services, preparing for food set-up and clean-up.

- Reconciles monthly credit card statements used by Board and District staff; examines supporting documentation and ensures that District funds are used in accordance with the District's established policies and procedures; processes, tracks, and maintains database for District legal expenses; prepares spreadsheet for Deputy General Manager and Assistant General Manager review and approval in coordination with District's Finance and Legal departments.
- Administers procedures for filing Statements of Economic Interest and campaign financing statements and reporting; notifies affected parties of FPPC requirements and deadlines and answers questions regarding filing issues from the Board, covered District employees
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; routes incoming correspondence.
- Conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; answers questions from the public regarding Board policies.
- Upon request, furnishes copies of ordinances resolutions, minutes and other official records, certified and sealed as to their validity; updates and maintains database and website for Administrative Code.
- Administers oaths and affirmations; certifies affidavits and deposition; acts as a backup to the Records Management department in acceptance of the service of subpoenas and summons on behalf of the District and makes necessary arrangements for distribution to legal Counsel and District staff.
- Provides support services to individual Board members as requested; may serve as acting Board Secretary in their absence.
- Observes and complies with all District safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Deputy Board Secretary I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Office administrative best practices and procedures.
- District organization, rules, policies, and procedures.
- Functions of public agencies, including the role and responsibilities of a public governing board.
- District travel policies and procedures.

- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Legal requirements regarding campaign financing and filing of Statements of Economic Interest.
- Rules and regulations for the conduct of public meetings.
- The District's personnel rules, policies, and labor contract provisions.
- Methods and techniques of monitoring budgets.
- Principles and practices and record keeping.
- 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:

- Perform a diverse range of administrative tasks in support of the District's Executive Office operations.
- Maintain highly sensitive and confidential information.
- Proofread materials for conformance with District policies and procedures and for correct English usage.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- Prepare clear, concise, and complete documentation, minutes, and other reports and correspondence.
- Understand and apply legal requirements regarding campaign financing and filing of Statements of Economic Interest.
- 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 as assigned.
- 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.

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:

- Deputy Board Secretary I: Six (6) years of progressively responsible administrative experience involving the development and administration of detailed and complex records and legal documents.
- Deputy Board Secretary II: Seven (7) years of progressively responsible administrative experience involving the development and administration of detailed and complex records and legal documents, or one (1) year as a Deputy Board Secretary I with the District.

Education:

- Deputy Board Secretary I/II: Equivalent to completion of the twelfth (12th) grade supplemented by specialized coursework in business administration.

Licenses/Certifications:

- None.

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.

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.

Eastern Municipal Water District
Job Title: Deputy Board Secretary I/II
Last Update: August 2022

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.

FLEX REQUIREMENTS

Positions in the Deputy Board Secretary class series are flexibly staffed; positions at the Deputy Board Secretary II level are normally filled by advancement from the Deputy Board Secretary I level; progression to the Deputy Board Secretary II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Deputy Board Secretary II level.

Eastern Municipal Water District
Job Title: Deputy Board Secretary I/II
Last Update: August 2022

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:	<i>August 22, 2022</i>
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Deputy Board Secretary I/II. 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: _____