



Executive Assistant / Board Clerk

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification, and actual duties may only reflect a portion of the functions outlined below. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under executive direction, performs varied, complex, and confidential administrative, secretarial, and office support tasks in support of the Air Pollution Control Officer (APCO) and his/her management staff; serves as the Clerk to the District Board, Hearing Board and Community Advisory Council; serves as the Fair Political Practices Commission Filing Official; may supervise clerical staff; and performs related work as required.

CLASS CHARACTERISTICS:

This is a single position class responsible for administration of the Clerk of the Board's function and for providing complex administrative assistance to the APCO, Board of Directors and other District committees and requires frequent use of tact, discretion, independent judgment, knowledge of District activities, policies and procedures, and the ability to conduct independent projects. The APCO carries the title of Clerk of the Board, however, the incumbent is responsible for all day-to-day activities in that area. This class is differentiated from other clerical classes in that the nature, scope, and diversity of responsibilities require a broader understanding of District functions and by the direct support this position provides to the APCO, management staff and policy making bodies.

ESSENTIAL FUNCTIONS: *(may include, but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Acts as Clerk of the Board for the District Board of Directors; drafts Board and committee agendas; coordinates preparation of agenda materials, including review of items to ensure submittals are complete and in compliance with established procedures; composes resolutions; prepares agenda packets for distribution and posting as required by law and District policies; arranges for public noticing and audio/video taping of meetings; attends Board meetings and takes comprehensive notes of actions taken; composes and types "action" minutes for approval at next meeting; identifies, collects, and obtains appropriate signatures for documents that are a part of the record of proceeding; composes correspondence to affected parties; codes documents for filing; certifies and maintains official records.
- Acts as Clerk of the Board for the District Hearing Board; receives applications for permit variances; drafts agendas; coordinates preparation of agenda materials, including review of items to ensure submittals are complete and in compliance with established procedures; prepares agenda packets for distribution and posting as required by law and District policies; arranges for public noticing and audio taping of meetings; attends Hearing Board meetings and takes comprehensive notes of actions taken; composes and types "action" minutes for approval at next meeting; identifies, collects and obtains appropriate signatures for documents that are a part of the record of proceeding, including Findings and Orders granted at meetings; notifies by mail affected petitioners, state, and federal agencies, Hearing Board members, and legal counsel; certifies and maintains official records; informs public of procedures and legal requirements for presenting problems or materials to the District.

- Acts as Clerk of the Board for the Community Advisory Council; drafts agendas; coordinates preparation of agenda materials, including review of items to ensure submittals are complete and in compliance with established procedures; prepares agenda packets for distribution and posting as required by law and District policies; arranges for public noticing and audio taping of meetings; attends CAC meetings and takes comprehensive notes of actions taken; composes and types "action" minutes for approval at next meeting; maintains official records.
- Provides direct and confidential secretarial support to the APCO with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; receives visitors and answers phones; maintains calendar and schedules appointments with public officials, industry representatives, other public agencies and staff; makes travel and meeting arrangements.
- May provide administrative support and assistance with special projects for staff in other divisions.
- Serves on a variety of committees as assigned; conducts research and provides recommendations regarding project activity.
- Updates District website with information such as meeting agenda material and notices.
- Serves as the District's Fair Political Practices Commission (FPPC) Filing Official; maintains and prepares the District's Conflict of Interest Statements; disseminates forms and information to Board members, Hearing Board members, and designated staff regarding conflict of interest; checks signatures for accuracy and forwards information to FPPC by required deadlines; maintains copies of all filings as the District's official records.
- Purchases various supplies for District, Board and committee meetings; coordinates travel, training, professional memberships and subscriptions as necessary.
- Oversees the District records management function; maintains an up-to-date file index and system for archived files; coordinates with all District divisions to ensure the records retention schedule is followed and records scheduled for disposal are done so in an appropriate manner.
- Drafts, reviews and maintains multiple administrative policies and procedures.
- Prepares correspondence from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; prepares complex reports, documents, or other materials, or compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.
- Responds to inquiries from the public and District employees; provides explanation of District procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.
- Maintains record of and retrieves archived Board, Hearing Board and CAC documents; sorts, files, and processes a variety of documents; maintains log of staff offices and keys; performs a variety of clerical tasks including typing, proofreading, filing, editing, and copying a variety of materials; operates office machines, including computer terminals, typewriters, and calculators.
- Establishes positive working relationships with representatives from outside organizations, state/local agencies and associations, District management and staff, Board and committee members, and the public in general.
- May supervise clerical staff; assists in the coordination of work of clerical support staff with divisions; assists in selecting employees; plans, organizes, and assigns work; develops and establishes work

methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action.

- Performs other duties as assigned.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical deposits and data using a computer keyboard. Additionally the position requires near vision in reading correspondence, statistical data on the computer and acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds is also required.

QUALIFICATIONS GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Equivalent to graduation from high school and four years of increasingly responsible administrative support experience, including experience working on items of a highly sensitive nature and contact with the public, and including or supplemented by specialized training in the clerical/secretarial occupational field as well as experience with public policy making bodies and/or Clerk of the Board activities. An Associate's degree or Bachelor's degree in business administration or a related field may substitute for two (2) years of the required experience.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Applicable federal, state, and local laws, codes, regulations, rules, policies and procedures governing program operations, including the Ralph M. Brown Act and Roberts Rules of Order; modern office equipment including a computer and applicable software; methods and techniques for basic report and agenda preparation, writing, record keeping and minute taking; basic math; District procedures and operations; Board, Hearing Board and CAC meeting process and protocol; basic organization and functions of elected officials; State filing requirements for conflict of interest forms; English usage, spelling, vocabulary, grammar, and punctuation; techniques for providing a high level of customer service by effectively dealing with the public, Board and committee members and District staff; safe work practices.

Ability to:

Research, understand, explain, and apply applicable regulations, rules, policies and procedures governing program operations, including District regulations; perform duties under specific deadlines and with constant interruptions which change the planned work schedule; prepare clear, concise, and complete meeting minutes, documentation, and other reports and correspondence; develop and implement operation tracking and control procedures; collect and analyze data to establish/identify needs and evaluate program effectiveness; interpret administrative directions and incorporate into operational policy and procedure; access, organize and manage various electronic and manual filing systems; proofread and/or edit for errors in spelling, grammar, punctuation and/or mathematical computations; draw logical conclusions, make sound decisions and recommendations; maintain confidentiality of information; deal with sensitive and political issues;

follow written and oral directions; follow safe work practices; communicate clearly and concisely, both orally and in writing; organize and prioritize work assignments; use initiative and exercise independent judgment; establish, maintain and foster positive and effective working relationships with a variety of personnel and the public.

Skill to:

Accurately record motions and votes during meetings; multitask with high efficiency; operate personal computer and a variety of software applications; operate standard office equipment, including keyboarding at 50 WPM.

SPECIAL REQUIREMENTS:

Must be available to work evenings as needed. Possession of or ability to obtain and maintain a Class C California driver's license and a satisfactory driving record.

FLSA: Non-Exempt
Confidential/Unrepresented, Unit 32

Adopted: July 20, 2000
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