
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: Board Secretary / Executive Assistant
POLICY NUMBER: 2400

SEPTEMBER 2019
FLSA: NON-EXEMPT

BOARD SECRETARY / EXECUTIVE ASSISTANT

DEFINITION

Under general direction, provides a variety of highly responsible, confidential, technical and complex secretarial and administrative duties; prepares agendas, meeting minutes and maintains District records. This individual acts as Board Secretary and attends to administrative detail on matters assigned by the District Manager and the Board of Directors, relieving them of a variety of routine administrative details and performs difficult and complex administrative support work as well as serves as a resource for internal and external customers regarding administrative functions and facility needs. Assumes responsibility for a variety of programs, projects, and special assignments; provides assistance to other District management staff in areas of expertise, and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Direction is given by CFO/Administrative Services Manager with direct administrative support provided to the District Manager. General supervision may be provided to office support staff, as needed.

CLASS CHARACTERISTICS

This single-position class is responsible for all statutory duties of Board Secretary, including a variety of paraprofessional and administrative, and involving a high degree of accuracy, tact, confidentiality, discretion, and independent judgment. Acts as custodian of and responsible for the safekeeping and maintenance of all official records, personnel records, ordinances, resolutions, minutes, contracts/agreements/leases, and other formal documents and records of the District. Provides direct administrative support to the District Manager, Board of Directors, Board Committees and Commissions, and CFO/Administrative Services Manager; assists in scheduling meetings for the District Manager and assembling and distributing Agendas and Board Packets as well as knowledge of departmental and District activities. The work also requires the interpretation and application of District policies, procedures, regulations, and frequent contact with the public. This class is distinguished from other administrative support classifications in that the nature, scope, and diversity of responsibilities at this level require a broader understanding of District functions and the capability of relieving the District Manager of day-to-day office administrative and coordinative duties.

Adopted: 10/10/2019

Responsibilities could also include research and compiling information for the District Manager's consideration and coordinating staff requests in the absence of other District support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides a variety of support functions to the District Board and committees; prepares and distributes agendas and packets; prepares resolutions and ordinances; attends meetings and prepares minutes; follows up on decisions as required.
- Provides administrative support to the Board of Directors and District Manager
- Reviews Staff Reports for clarity and grammar
- Records and prepares Committee Meeting minutes for review and approval
- Oversight of District website
- Prepares District Code revisions and updates
- Custodian of Official Records, electronic File Management and Tracking
- Assumes administrative responsibility for select programs, services, and activities of Board functions, including public records, support services, and special projects.
- Assist in the selection of staff, when appropriate, trains support staff as needed; reviews work for acceptability and conformance with District standards; responds to staff questions and concerns.
- Oversees the maintenance and operation of office systems.
- Contributes to the overall quality of service by reviewing and interpreting policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with outside agencies, as needed.
- Monitors operations and activities of assigned functions; recommends improvements and modifications and prepares various reports on operations and activities.
- Provides a high degree of customer service to both internal and external customers.
- Maintains calendar and coordinates the schedule of the District Manager with those of the members of the Board of Directors and other District managerial staff, representatives of other organizations and the public; makes travel arrangements as required.
- Records Board orders, prepares and orders legal notices for publication, notifies the public of Board actions as appropriate, and furnishes copies of Board minutes to all appropriate parties.
- Assists in the development and implementation of recruitment, testing and selection processes to ensure that vacancies are filled in a timely manner from a group of well-qualified candidates; prepares recruitment information and strategies; develops or obtains selection devices; provides for candidate notification and certifies eligibility lists; ensures equal employment opportunity for all candidates.
- Assists with administering District benefit plans; may act as liaison with benefit carriers to address claims or issues; may review and coordinate payment of employee insurance premiums, and may oversee the processing of claims.
- Ensures that safety issues and concerns of employees and the public are brought to management.
- Coordinates Board of Directors and Risk Management activities with District Legal Counsel.
- May conduct or direct the conduct of various research studies, analyzes results, evaluates alternatives, makes recommendations and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Monitors changes in laws, regulations, and technology that may affect the District; assist in implementing policy and procedural changes as directed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and local laws, Public Utilities Code, rules, regulations, ordinances, and organizational policies and procedures applicable to the District including but not limited to the election process, Brown Act and public records.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Excellent written and verbal communication and listening skills; English usage, spelling, grammar, punctuation, and composition.
- Business letter writing and the standard format for reports and correspondence.
- Record-keeping principles and procedures.
- Business arithmetic and basic statistical techniques.
- Basic principles and practices of public agency human resources and benefits administration.
- Safety practices related to the office environment.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
- High level of experience with administrative and human resources support.
- Ability to work cooperatively and tactfully with elected officials, the public, and staff.

Ability to:

- Assist with the implementation of the District Manager's goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, Public Utilities Code, rules, regulations, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff, as needed.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Oversee and coordinate maintenance of the official records of the District.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, discretion and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to 10 years' experience of highly responsible executive-level administrative support in a public agency or private organization including two years of lead or supervisory experience; or a Bachelor's degree in public or business administration or a related field. Experience in dealing with Boards, Committees and Commissions and the public, and working in a public agency setting is highly desirable. Knowledge of Website Compliance with Section 508 / ADA Accessibility Standards for California Special Districts is a plus.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 boxes with papers, files, folders or chairs and move other office furniture or equipment weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.