



# CLERK OF THE BOARD

**Bargaining Unit:** Independent/Non-Contract

**PART-TIME POSITION**  
**(Average 20 Hours per Week)**

## **SALARY RANGE**

\$48.83 - \$66.36 Hourly  
\$1,953.23 - \$2,654.58 Biweekly  
\$4,232.00 - \$5,751.58 Monthly  
\$50,784.00 - \$69,019 Annually

## **DEFINITION**

Under general direction, serves as the District's Clerk of the Board and as the back-up Clerk of the Board for the Las Virgenes-Triunfo Joint Powers Authority; administers functions required by law including facilitation of the legislative policy making process; oversees conduct of meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares public notices and publications, agendas, and supporting materials, minutes, contracts, ordinances, and resolutions; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager and the Board of Directors. Exercises no direct supervision of staff.

## **CLASS CHARACTERISTICS**

This classification provides a high-level of administrative support to the Board of Directors and the General Manager. Incumbents regularly perform tasks of work complexity which requires considerable discretion and independent judgement. Incumbents in this classification rely on experience and judgment to plan and execute their administrative responsibilities. 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.

## **EXAMPLE 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.*

- Serves as the District’s Clerk of the Board and performs all operational duties related to the function including maintenance of administrative files, resolutions, ordinances, hearings, contracts, agreements, deeds, easements, annexations, and other official documents; acts as District notary by issuing acknowledgement of instrument; maintains security of District seal, signature stamps, and official records.
- Provides highly responsible, complex administrative support to the General Manager and Board of Directors; represents the General Manager’s office at meetings; acts as a liaison between the General Manager, staff, and the public; coordinates and maintains calendars, schedules meetings and appointments for the General Manager and the Board of Directors; makes travel arrangements and processes travel reimbursements and forms as required.
- Prepares and publicly posts the Board of Directors meeting agendas; assembles and distributes agenda packets; arranges Board chamber set-up; attends meetings and takes meeting minutes; prepares Board packets and all approved resolutions, ordinances, minutes, and audio recordings for archive.
- Directs, develops, and administers the District-wide records management program for official District records and archives in accordance with all legal requirements and records management policies and procedures adopted by the Board of Directors; oversees administrative record keeping for the District including retention schedules, archives, historical documentation protection and preservation, and destruction.
- Coordinates the conduct of Board elections and ballot measures; prepares and distributes official notifications; ensures conformance with state and local election and campaign financing laws; administers the oath of office to newly elected directors.
- Prepares a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Performs all bid openings; prepares legal advertising and public hearing notices and mailings; files recorded documents at County Clerk/Recorder offices.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, Proposition 218, the “Right to Vote on Taxes Act”, and the Brown Act; reviews and monitors legal requests for records.
- Receives and coordinates all public records requests; responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of District policies and procedures; refers visitors or callers to the appropriate department.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- 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 and the conduct of Board elections.
- Rules and regulations governing the conduct of public meetings, the Board, and its’ committees, including relevant provisions of the Brown Act and parliamentary procedures.

## Clerk of the Board

- Functions, authority, and responsibilities of a Board of Directors.
- The District's general functions as a public agency utilities District.
- Principles and practices of public record retention and management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for the Clerk of the Board function.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Ensure Board and committee meetings are properly conducted and documented.
- Coordinate Public Information Act requests to ensure compliance with mandated requirements including time limits.
- Effectively represent the District in meetings with community groups, public agencies, and various businesses and professional organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.

### **Education and Experience:**

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, or a related field and five (5) years of progressively responsible experience providing management or administrative support to executive management and governing boards.

### **Licenses and Certifications:**

- Certified Municipal Clerk certification from the International Institute of Municipal Clerks is desirable.

- Notary Public is required within 12 months of hire.
- Possession of a valid California Driver's License to be maintained throughout employment.

## **PHYSICAL DEMANDS**

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 10 pounds.

## **ENVIRONMENTAL CONDITIONS**

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.