



JOB TITLE:	SENIOR BOARD ANALYST	DIVISION:	DISTRICT – OFFICE OF THE DISTRICT SECRETARY
REPORTS TO:	DISTRICT SECRETARY	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction, performs complex and highly analytical administrative work for the Secretary of the District, members of the Board of Directors and associated committees. Successful performance requires the ability to interface independently with various elected and appointed officials as well as all levels of District management. Responsibilities include direct independent access to the District Secretary, General Manager, and continuous contact with top management, employees, Board of Directors, and official federal, state and local government contacts, and the public.

Essential Responsibilities

- Serves as the primary analytical administrative support to the District Secretary, and may occasionally act as the District Secretary in his/her absence
- Provides advanced analytical assistance in the development and implementation of the District Secretary’s short and long range plans, and assists in the development of the annual budgets of the Board and District Secretary’s Office, and is also responsible for monitoring budget expenditures closely
- Provides a wide variety of complex, confidential analytical duties in support of the District Secretary, Board of Directors, and various Board committees
- Performs statutory functions of the office (i.e., execution of contracts, review of legal documents, conformance with Fair Political Practices Commission regulations and legislative requirements, etc.), and may provide periodic guidance to office staff in the absence of the District Secretary
- Independently composes, researches, compiles, summarizes, and prepares a variety of complex correspondence, reports and documents; reviews finished materials for completeness and accuracy; ensures documents comply with District standards, policies and procedures
- As assigned, may attend meetings in the absence of the District Secretary
- Independently responds to and resolves difficult and sensitive citizen inquiries and complaints
- May oversee and manage all contract management functions District-wide, including legal advertising, coordinating contract execution with extreme attention to detail, and may process all related correspondence
- Assists the District Secretary with providing direct support in varied, analytical administrative projects related to the Board and its committees



- Independently prepares and presents a variety of oral and written reports, correspondence, and statistical analyses with extreme attention to detail and accuracy
- Assists in all tasks associated with the processing of PRA requests
- Prepares and monitors the State mandated filings of FPPC documents for the District
- Ensures timely review and processing of claims, lawsuits and subpoena of records and subpoena for court appearances
- Oversees newspaper advertisements and posting of legal notices for negative declarations, public hearings/meetings and bid openings
- Coordinates all work associated with bid openings, and may conduct the openings in the Secretary of the District's absence
- May oversee activities related to insurance and accident claim matters
- Monitors activities and ensures maintenance of files related to insurance and accident claim matters
- Other related duties as required or assigned
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Legal regulations and standard legal language related to contracts, lawsuits, bids, and subpoenas for records
- Correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to:

- Autonomously draft client correspondence and legal documents, using proper format and appropriate language and content
- Maintain content related to the District Secretary's Office on the District's website
- Maintain confidentiality and neutrality in the work setting in recording conflicting and controversial viewpoints in private discussions of sensitive public issues
- Use initiative and independent judgment within established guidelines
- Establish and maintain cooperative, effective, and productive working relationships with those contacted in performance of duties
- Effectively communicate in conversations and interactions with others
- Develop, maintain, and strengthen partnerships with others inside or outside the organization
- Tackle a problem by using logical, systematic, sequential approaches
- Anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies
- Maintain professionalism when under extreme pressure or when handling difficult situations



Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major course work in Public Administration, Business Administration, or related field (*Applicants presenting additional qualifying experience as a substitute for education must show a minimum of one year, recent full-time, position-related experience for each year of educational experience.*)
- A minimum of five (5) years' position-related analyst-level administrative experience that has included working with high level executives, members of governing boards, attorneys, commissions and/or associated committees
- Must demonstrate advanced proficiency using MS Office: Outlook, Excel, Word, PowerPoint
- Paralegal Certification highly desirable

Required License:

- Must possess and maintain a valid California driver's license and satisfactory driving record
- Ability to become a Notary Public within the first six (6) months of employment

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.