



JOB TITLE:	<b>ASSISTANT CLERK OF THE BOARD</b>	DIVISION:	<b>DISTRICT – OFFICE OF THE DISTRICT SECRETARY</b>
REPORTS TO:	<b>DISTRICT SECRETARY</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*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 highly responsible administrative work for the Secretary of the District, members of the Board of Directors and associated committees. This position assists in maintaining and reporting Board actions, agendas, minutes, and reports. This position requires a high degree of accuracy, discretion, confidentiality, excellent communication skills, and robust customer service skills.

### **Essential Responsibilities**

- Interprets meeting proceedings and prepares minutes, resolutions and ordinances with minimal oversight
- Maintains the on-line Secretary of the District archives including minutes, committee reports, resolutions, ordinances and other pertinent documents
- Assists in the preparation of agendas and calendars for Board of Directors and associated committee meetings, tracking new and postponed items and ensuring that all documents, reports and correspondence meet critical deadlines
- Attends committee and Board meetings, as well as composes, prepares, revises and distributes minutes and reports of such meetings for the Secretary of the District
- Composes and types all formal resolutions, ordinances, reports, correspondence and other written materials
- Maintains all files related to insurance and accident claim matters
- Assists members of the Board of Directors by composing correspondence, maintaining files and performing various professional administrative tasks
- Arranges and coordinates special meetings, and ensures that the facilities, equipment and required materials are readily available
- Coordinates storage and retrieval of official District documents in accordance with the District’s Records Management Program
- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage



- Composes and edits correspondence from brief oral or written instructions for management signature; may sign routine correspondence without management review
- Researches, compiles and summarizes a variety of informational materials; prepares draft and/or final correspondence, narrative reports and other written materials using such information
- 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

### Knowledge of:

- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Safety and health rules and safe working practices applicable to his or her job

### Skills in or Ability to:

- Learn the role and function of governing boards, including the protocol of formal meetings
- Learn and use parliamentary procedures
- Learn web site posting skills
- Demonstrate a commitment to public service and high quality, cost-effective customer service in the performance of duties
- Represent the District professionally and effectively while working with others
- Meet multiple, critical deadlines while maintaining attention to detail
- Record keeping, report preparation, filing methods and operation of common office equipment
- Use initiative and independent judgment within established guidelines
- Prepare clear, accurate and concise minutes of formal proceedings
- Effectively organize work, set priorities, and follow up assignments with minimum supervision
- Work cooperatively and flexibly as part of a team
- Write in a clear and concise manner
- Take accurate notes from complex oral discussion
- Maintain content related to the District Secretary's Office on the District's website

## 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 a 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 three years' position-related professional administrative experience that has included working with high level executives, members of governing boards, commissions or associated committees



- Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks or Certification through the American Records Management Association is highly desirable or the ability to become certified
- Must demonstrate intermediate proficiency using MS Office: Outlook, Excel, Word, PowerPoint
- Paralegal Certification is 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. Most work is conducted in an office environment, occasional short periods of time may be spent at offsite locations. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Some lifting may be required - generally up to 25 pounds. Records management may involve stooping, bending and reaching motions. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.