

Saddle Creek Community Services District
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DIRECTORS
Larry Hoffman, President
Ken Albertson, Vice President
Darlene DeBaldo, Secretary
Roger Golden
Sue Russ

Clerk of the Board - Job Description

Effective Date: **July 1, 2017**

Salary Range: \$23.00 to \$29.58 per hour, part time up to 30 hours per week

NATURE OF WORK

Under general direction, plans, coordinates and performs the duties of Clerk of the Board, including attending Board and Committee meetings and recording official minutes and actions; execute resolutions and certification of documents of the Board; prepare, file, index, maintains and preserves official records; and perform a full range of highly confidential and complex administrative support duties for the General Manager.

ESSENTIAL FUNCTIONS

- Attends Board meetings and records minutes and actions taken; execute orders of the Board as directed by the General Manager.
- Prepares, prints and distributes the agenda and agenda packet materials for all Board and Committee meetings.
- Maintains a Board Agenda plan and/or schedule and coordinates completion of a variety of reports, Board actions, etc.
- Publishes meeting agendas and minutes of Board and Committee meetings, including District website administration, in compliance with the Public Records Act, Brown Act requirements, and any other applicable laws.
- Authors and processes official notices for publication, including legal advertising of notices and establishes and maintains an Affidavit of Publication Log for all District items published in accordance with applicable regulatory requirements.
- Maintains record of Conflict of Interests per regulations
- Maintains database of Legal Owners to submit to County for annual Request for Assessment
- Prepares a wide variety of correspondence, memoranda, legal documents, resolutions, board reports, and other items as delegated from brief instructions and rough drafts on behalf of the General Manger and Board.
- Proofreads, reviews, formats a wide variety of reports, letters, memoranda and correspondence related to Board business matters.
- Establishes and maintains the District Ordinance, Resolution, and Policy log.
- Participates in coordinating bid process; compiles bid documents; monitors and verifies compliances with established public bidding procedures
- Researches, compiles, and analyzes data on a variety of topics.

- Provides administrative and recordkeeping support services for the District Accountant.

EXAMPLES OF DUTIES - *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in the classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed any be required to perform additional, position-specific duties.*

- Coordinate, compile agenda items, attend, record and process actions related to meetings of the Board of directors;
- Receives inquiries and complaints directed to the Board from the public, handling such matters personally or directing them to the proper source;
- Coordinates training in ethics and sexual harassment for Board Members and Management Staff and prepares, maintains, and updates a master list of individuals required to complete the training;
- Establishes and maintains a variety of administrative files, including legal documents, policies, resolutions, minutes, agreements, reports and other official records as assigned;
- Verifies and maintains records related to public works construction projects including preparation and filing of required notices, verifying licenses, prevailing wage payments, release of liens;
- Coordinates with Board Members to maintain current conflict of interest statements;
- Maintains appointment schedules and calendars of activities, meetings and various Board events;
- Coordinates and prepares meeting room for Board and Committee meetings;
- Maintains and regularly updates agency website and other outreach materials as needed;
- May attend management, administrative, and project meetings for planning, make recommendations, take minutes, and maintain related files;
- Responsible for special projects as assigned;
- Screens, routes and processes telephone calls as needed.
- Perform all duties listed and as may be required

MINIMUM QUALIFICATIONS

Knowledge of: Rules and regulations governing public meetings, Brown Act open meeting laws, Public Records Act; general office practices and procedures; modern office systems, procedures and software applications, including Microsoft Office Suite (Word, Excel, PowerPoint Outlook), and Adobe Acrobat; principles and practices of records managements including records retention laws; effective public contact skills; business letter/report writing and business math; English usage, spelling, vocabulary, grammar and punctuation.

Ability to: Perform a wide variety of detailed, highly responsible clerical work with little supervision; use independent judgment and initiative, understand and follow oral and written instructions and make sound decisions in accordance with established policies and procedures and; apply, explain and work in accordance with a variety of rules and regulations; maintain the confidentiality of sensitive information; compose correspondence independently; communicate effectively orally and in writing; adhere to multiple deadlines and handle multiple projects; prepare reports with accuracy and speed and make accurate mathematical calculations; meet the public with tact and courtesy;

read and write at the level required for successful job performance; operate an personal computer and use application software and; Plan, organize, develop, and maintain office systems and procedures to effectively prepare and distribute board packets and information; maintain cooperative relationships with Board Members, Staff and the public and take notes using a computer keyboard, or by hand, quickly enough to accurately record and prepare minutes for meetings and hearings.

Special Requirements - Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

Training/Education/Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- High School diploma is required.
- Two (2) years Public sector or four (4) years administrative or secretarial work experience that would provide an understanding of procedures, rules, regulations related to the duties and responsibilities of the public sector board clerk role, including rules and regulations governing public meetings, Brown Act open meeting laws and Public Records Act.

PHYSICAL AND SENSORY REQUIREMENTS - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - While performing the duties of this class, employees are regularly required to sit for prolonged periods of time at a computer and/or meeting; type, keyboard or write for up to 2+ hours at a time, talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees in this class stands, walks and may twist, reach, bend, crouch, kneel, grasp, push, pull, drag and lift boxes of files and other office items weighting 30 lbs or less. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office environment.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print

