

EAST BAY REGIONAL PARK DISTRICT

CLERK OF THE BOARD

GENERAL FUNCTION:

Under general direction, provides responsible, varied and confidential administrative assistance to the Board of Directors; performs related work as assigned. This single position class provides and coordinates all office support work for the District Board of Directors. It is distinguished from other classes by the diversity and consequences of the assigned responsibilities and the unique nature of the reporting relationship. The incumbent acts as the official custodian of the District Records in addition to preparing agenda, minutes and special reports. Successful performance of the work requires the use of initiative, independent judgement and discretion in addition to highly developed office administrative skills.

ESSENTIAL FUNCTIONS:

Prepares agenda and supporting materials for Board Meetings; coordinates the duplication of such materials and provides for both internal and external distribution; attends Board Meetings, takes notes and prepares minutes, ensuring that Board intents and actions are accurately reflected in the permanent record of proceedings; receives and screens visitors and telephone calls; provides authoritative information which requires the use of judgement, knowledge and interpretation of applicable policies and procedures; researches, compiles and summarizes a variety of informational materials; prepares reports, correspondence, and presentations; prepares necessary background information for Special board Meetings; prepares a wide variety of finished documents, which may include confidential materials, from notes, brief instructions, rough drafts, and dictating equipment; initiates correspondence and other material independently or for signature by an appropriate Director; organizes and maintains various administrative files; acts as the official custodian of critical District records, maintaining all books, records, and papers of proceedings of the Board and Committees of the Board; supervises maintenance of board files and preservation of records, documents, and other valuable papers; initiates follow-up procedures to ensure that projects are completed and deadlines met; follows up on actions authorized by the Board; directs the preparation, development, and administration of the Clerk of the Board and Board of Directors budgets; orders supplies, and provides for the maintenance of office equipment and facilities; sorts, screens, and routes mail, attaching pertinent correspondence and other relevant data for reference or sends to the appropriate office for action; organizes own work, sets priorities, maintains critical deadlines, and enlists the assistance of and coordinates activities with other District units to ensure effective completion of the work; takes and transcribes dictation; may record conferences or meetings; provides supervisory direction to one or more clerical assistants, assigning and reviewing work as required; prepares job evaluations of clerical assistants. Arranges Board travel itineraries, schedules District business appointments, and makes arrangements for meetings, conferences and seminars. Accepts subpoenas, summons and claims served on the District. Revises ward maps for Board elections, ensures that elections and other actions are carried out within procedural and regulatory restrictions. As the custodian of the District seal, signs, countersigns or attests to official documents, including resolutions and ordinances adopted by the Board. Arranges for publication of ordinances, special meetings, hearings and such other documents as needed. Diplomatically handles or refers to appropriate staff: telephone and written requests for information or complaints from the general public, reporters, other public agencies, elected officials, legislators, legislative staff and District staff. Carries out varied special assignments as directed by the Board and General

Manager; provides research and reference services to the public and District Staff; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Clerk of the Board's Office.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school, supplemented by appropriate business or secretarial school training; and

Experience: At least five years of responsible secretarial or office administrative experience. Experience in dealing with elected officials is highly desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the principles of administration and management, organizational planning and development, principles and practices of modern supervision and budgeting, and methods and techniques of research; knowledge of standard office administrative and secretarial practices and procedures, including business letter writing, business arithmetic and the operation of common office equipment; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary; business data processing and the use of word processing equipment; knowledge of the functions and responsibilities of an elected Board of Directors. Skill in providing varied office administrative assistance to one or several managers, supervisors or others; using initiative and independent judgement within established guidelines; researching, compiling, and summarizing a variety of informational materials and preparing periodic or special reports; using tact and discretion in developing and maintaining effective working relationships with those contacted in the course of the work; composing correspondence and completing projects from brief oral or written instructions, typing at a rate of 50 net words per minute from printed copy and typing accurately from rough drafts or voice recording equipment; taking difficult dictation by hand or machine at a rate of 90 words per minute and transcribing accurately; organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of supervision.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California state driver's license is a condition of initial and continued employment in this position. Must be willing to work occasional evening and weekend hours.

REPORTS TO: General Manager, with the Board of Directors reserving appointment and discharge authority, upon advice from General Manager

Employment Category: Management, Range MG02

Replaces "Administrative Secretary," Adopted by Board: December 6, 1977, Resolution #: 1977-12-318

Revision Approved by General Manager: December 21, 2001

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