JOB DESCRIPTION

Coachella Valley Water District  Date: January 22, 2007

TITLE: Board Secretary  SECTION: Secretary

DEPARTMENT: Administration  SRN 53:

REPORTING RELATIONSHIP:

Reports to: General Manager/Chief Engineer
Board of Directors

Supervises the following positions: Administrative Services Supervisor, Administrative Assistant, Board Administrative Assistant

DEFINITION: Under general direction, oversees, plans, organizes, directs, and coordinates activities necessary to support the Board of Directors including supervising clerical support services, agenda preparation, records management, annexations, and compliance with legal requirements pertaining to public records; ensures work quality and adherence to established policies and procedures; in collaboration with other staff, participates in the development, implementation, and administration of administrative policies, procedures, and programs; prepares a variety of fiscal, administrative, and operational reports; and serves as a liaison with other District staff, outside agencies, and the general public.

ESSENTIAL FUNCTIONS:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to this position.

1. Attends Board meetings, Study Sessions, and Committee meetings to provide minutes or notes, and follow-up on actions.

2. Records and maintains Board and Committee meeting minutes, resolutions, ordinances, and other official District records; prepares, publishes, posts and mails all legal notices; oversees records management and records retention policy.

3. Serves as a primary contact and liaison for assigned functions and programs with other District staff, the general public, and outside agencies and organizations; provides information and assistance including responding to requests for information and assistance; works in collaboration with District staff to interpret and apply District policies and procedures; researches information related to District regulations and departmental policies; explains, justifies, and defends programs, policies, and activities.

4. Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; works in collaboration with management and other staff to write reports that present and interpret data, identify alternatives, and make and justify recommendations.
ESSENTIAL FUNCTIONS (Cont.):

5. Supports and coordinates general District election procedures, paperwork, and related communication.

6. Coordinates the timely filing of Conflict of Interest Statements, Annual Campaign Disclosure Statements, statement of facts, and election materials for Board of Director candidates and other filings as required.

7. Supervises the Administrative Services Supervisor who plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for providing office support.

8. Serves as Board Secretary; in coordination with staff and the Board of Directors; coordinates and participates in the preparation and distribution of study session, Board of Directors meetings, and committee meeting agendas and back-up materials; posts agendas pursuant to the Brown Act.

9. Performs other related duties as assigned by the General Manager/Chief Engineer.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Ability to be certified and bonded as a notary upon the establishment of the district's need.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this would be to have three years of increasingly responsible experience and/or two years of supervision experience.

Education: Bachelor’s Degree in a related field is desirable.

Knowledge of:

- Modern office methods, principles and practices.
- Procedures, specific rules and precedents of the departments together with the ability to apply them with good judgement in a variety of cases.
- Pertinent policies and procedures of the district.
- Principles of supervision and training.
- Modern filing methods.
- Common office equipment and computer operation.
- The Brown Act.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Plan, organize, direct and coordinate the work of the staff.
- Train new employees.
- Analyze situations and make decisions in procedural matters without immediate supervision.
- Prepare and maintain accurate and complete records and reports.
- Work tactfully, effectively and courteously with people contacted in the course of work.
- Establish operational procedures and make improvements in departmental operation.
- Communicate effectively with others.
- Operate a computer workstation.

PHYSICAL REQUIREMENTS:

Driving: Light

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head approval_________________ Date_____________

General Manager approval_________________ Date_____________