

JOB DESCRIPTION

Coachella Valley Water District

Date: October 2015

TITLE: Clerk of the Board

SECTION: Secretary

DEPARTMENT: Administration

SRN M-2:

REPORTING RELATIONSHIP:

Reports to: General Manager

Supervises the following positions: 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; ensures work quality and adherence to established policies and procedures; 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. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.
2. Attends Board meetings, public hearings, and other related functions; supervises, coordinates and participates in preparation of the agenda and agenda packets; schedules requests for public input at Board meetings; records roll call votes on agenda items; ensures compliance with legal requirements governing the conduct of closed sessions; supervises and participates in maintenance of Board records and dissemination of all actions including minutes, ordinances, resolutions, agreements and deeds
3. Analyzes and ensures compliance with local, state and federal laws pertaining to public records, Board member elections, campaign financing and advises the Board and General Manager regarding the requirements of such legislation.
4. Coordinates Board elections; ensures that all related processes, including verifying candidate eligibility, are in conformance with state and local election and campaign financing laws; administers the oath of office to newly elected directors.
5. Drafts and arranges for the legal publication of notices, postings, ordinances and public hearings.

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ESSENTIAL FUNCTIONS (Cont.):

6. Types and/or drafts memoranda, correspondence, board agenda materials and other documents and reports often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; schedules, prepares agenda and meeting materials and types minutes for board committee and other meetings.
7. Maintains the Board's calendar; coordinates, arranges and confirms meetings; screens requests for appointments; refers appointment requests to others as appropriate.
8. Refers or recommends referral of matters to appropriate departments and staff for action and report; maintains a suspense file and follows up to ensure that needed action has been taken.
9. Administers oaths and affirmations; certifies affidavits and depositions; accepts the service of subpoenas.
10. 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.
11. Performs other related duties as assigned by the General Manager.

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. Must have the 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. Board Secretary/Clerk Certificate issued by the California Special Districts Association strongly preferred.

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.

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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 work station.

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 _____