

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Board Secretary

<b>DEPARTMENT:</b> Administration	<b>ACCOUNTABLE TO:</b> General Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	27	
<p><b>CLASS SUMMARY:</b> Under policy direction of the General Manager, the incumbent is responsible for planning and organizing complex administrative support activities for the General Manager and Board of Directors. Duties include: directing the flow of paperwork through the office and through the subordinate chain of command; serving as an officer of Padre Dam's elected Board of Directors in the capacity of Board Secretary, performing statutory duties imposed by the California Water Code; acting as staff assistant to General Manager and Management Team; preparing agenda packets, reports, and supporting documents; planning, organizing, coordinating, and scheduling meetings and special events; developing and monitoring performance against department's annual budget; and performing related work as required.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Board Secretary is a stand-alone classification that is distinguished from other levels of office and administrative support by its specialized activities performed to the elected officials.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Prepares a variety of correspondence and documents such as letters, agendas, minutes, reports, and other documents; takes and transcribes minutes; and may monitor performance against department's annual budget.
2.	Plans, organizes, coordinates, and attends Board meetings and committee meetings, and coordinates and prepares agendas and supporting materials, ensuring compliance with the Brown Act.
3.	Schedules appointments and meetings, makes reservations for conferences and seminars, and makes travel arrangements.
4.	Provides information and assistance to Board members, customers and employees, by interpreting departmental and Padre Dam policies and procedures; may act as a liaison between Board, legal counsel and employees.
5.	Leads and manages the workflow of subordinates.
6.	Prepares and processes documents and applications such as purchase orders, invoices, expense reports, tuition refunds, and time sheets.
7.	Plans, organizes and coordinates special events including meeting logistics, arrangements and other required support.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
8.	Maintains official records and custody of Padre Dam seal, authenticating and certifying official records, contracts and other documents; maintains master Padre Dam Policies and Procedures and Rules and Regulations.
9.	Inventories and orders office supplies and equipment.
10.	Administers Padre Dam’s Conflict of Interest Code, serving as the filing officer for statements submitted by designated officers and employees and performs related duties as prescribed by the FPPC.
11.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- Principles and practices of public administration, including budgeting, purchasing and maintenance of records;
- Filing systems;
- Business English;
- Telephone etiquette;
- Basic accounting and mathematics.

**Skills** (position requirements at entry):

- Maintaining file systems;
- Making travel arrangements;
- Inventorying and ordering supplies;
- Using office equipment such as phones, dictating equipment, copiers, scanners and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Perform highly detailed work on multiple, concurrent tasks with constant interruptions;
- Work under intensive and constantly changing deadlines and interact with those encountered in the course of work.

**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years of progressively responsible administrative experience related to area of assignment. Associate’s Degree in business or related field preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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### Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Certificate in Administration from the California Special District Association within three years of appointment.

### Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, mobility, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### Classification History:

Date: 11/01; 1/02; 1/05