

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Board Secretary

DEPARTMENT: Administration	ACCOUNTABLE TO: CEO/General Manager	FLSA STATUS: Exempt
SALARY RANGE:	31,35	
<p>CLASS SUMMARY: Under policy direction of the CEO/General Manager, the incumbent is a working supervisor, responsible for planning, organizing and overseeing complex administrative support activities for the General Manager and Board of Directors, requiring a high level of discretion, sound judgement and knowledge of District policies and procedures and State laws related to assigned area of responsibility. Duties include: Performing a wide variety of complex administrative and confidential duties for the Board, General Manager and Management Team; 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 and the East County AWP Joint Powers Authority Board of Directors in the capacity of Board Secretary, performing statutory duties imposed by the California Water Code; planning and directing the preparation of 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>DISTINGUISHING CHARACTERISTICS: The Board Secretary is a stand-alone classification that is distinguished from other levels of administrative support by its specialized activities performed to the elected officials and executive staff. The incumbent collaborates with Department Heads and coordinates with Department Managers, outside agencies and others in support of District goals and services; supervises administrative staff and sets standards for the preparation and management of Board and department records.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervise staff to include: Assisting with goal setting, assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations, resolving conflicts, coaching staff, reviewing time sheets, and making hiring and disciplinary recommendations.
2.	Supervise and participate in developing and implementing plans, work processes, procedures, and work standards to attain annual goals and objectives.
3.	Provide day-to-day leadership and work with staff to ensure a high performing, customer services-oriented work environment that encourages employee involvement, continuous improvement, and innovation.
4.	Recommends and assists in the implementation of department goals and objectives; establishes schedules and methods for agenda and meeting preparation, records management, election activities; implements District policies and procedures.
5.	Prepares a variety of correspondence and documents such as letters, agendas, minutes, resolutions, ordinances, reports, and other documents.
6.	Attends regular and special Board meetings and committee meetings; takes minutes and ensures follow up on action items are completed. Directs preparation and distribution of Board and committee meeting agendas and related materials; prepares public meeting and hearing notices; posts agendas and notices in accordance with the Brown Act and Government Code.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Prepares contracts and oversees contract administration for the District and East County AWP JPA for consistent administration and management of contracts, including maintaining and tracking related insurance certificates, policy endorsements, contract amendments and change orders. Works with Legal Counsel and the Safety & Risk Manager to ensure contract templates and procedures related to contract management are current and comply with applicable laws and District policies or JPA policies.
8.	Assists the CEO/General Manager and Board Members with customer inquiries and problem resolution.
9.	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.
10.	Monitors and evaluates legislative and regulatory changes that impact policies and procedures applicable to department responsibilities; updates, develops and implements policy and procedural changes necessary to meet legal requirements.
11.	Develops and monitors performance against department annual budget; reviews and approves documents and applications such as purchase orders, invoices, expense reports, tuition refunds, and time sheets.
12.	Plans, organizes and coordinates meetings and special events including meeting logistics, arrangements and other required support.
13.	Maintains official records for Padre Dam and the East County AWP JPA, custody of Padre Dam seal, authenticating and certifying official records, contracts and other documents; maintains Padre Dam Policies and Procedures and Rules and Regulations, coordinates updates with departments and prepares related public notices when applicable. Receives and responds to Public Records Act requests on behalf of the District and the East County AWP JPA, making determinations regarding the applicability of Public Records Act provisions to various District records and ensures compliance with related laws; coordinates with departments and legal counsel as necessary; accepts the service of subpoenas. Oversees development and management of District's records management program including implementation of District record retention schedule.
14.	Responsible for department website content to ensure transparency and public access.
15.	Oversees and monitors administrative support functions for the CSC shared resources: office supply inventories, furniture and equipment, shredding and off-site storage services.
16.	Administers Padre Dam's and the East County AWP JPA's Conflict of Interest Code, coordinating with Management and Legal Counsel to update at least biennially; serves as the filing officer for campaign and economic interests statements notifying designated officers and employees of filing obligations and deadlines, assists with related questions, and coordinates filings with other governmental agencies; responsible for reporting District activities on FPPC Forms 800 series; performs other related duties as prescribed by the FPPC.

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17.	Responsible for coordinating proceedings for District boundary changes, and filing of official documents related to the election and appointment of directors with appropriate governmental agencies, as may be required by law.
18.	A Lead employee in this position may supervise staff engaged in performing administrative support functions to include: assigning and monitoring work; conducting performance evaluations; training or ensure proper training; reviews time entries and makes recommendation on hiring, compensation and disciplinary actions.
19.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Supervisory & management theories and principles;
- Principles and practices of public administration, including budgeting, purchasing and maintenance of records;
- District policies and legal requirements related to public meeting laws and notifications applicable to the functions and operations of the Board and maintenance of public records;
- Business English;
- Principles and practices of effective customer service;
- Basic accounting and mathematics.

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Plan, organize, set priorities and exercise sound independent judgement within areas of responsibility;
- Interpret, explain and adhere to District policies, state laws and regulations;
- Operate and use modern office equipment including 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;
- Maintain confidential and sensitive information;
- Monitor and evaluate staff;
- Plan, assign and monitor work and department goals;
- Maintain file systems;
- Make travel arrangements;
- Inventory and order supplies;

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and six years of progressively responsible administrative experience related to area of assignment. A minimum of one year experience supervising staff is preferred; 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;
- Board Secretary Certificate from the California Special District Association within three years of appointment.

Safety Priorities: Knowledge of general office safety and defensive driving techniques. Understanding of Padre Dam's Safety Rules and Regulations, accident and injury reporting policies, Padre Dam's Policy and Procedures for Violence in the Workplace. Ability to complete safety training and work in a safe and efficient manner.

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; 01/16; 04/21