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## **DEPUTY CLERK OF THE BOARD**

### **DEFINITION**

Under general direction, provides administrative and program support to the Clerk of the Board, including calendaring and noticing of public meetings and hearings, managing and coordinating the assembly and distribution of Board of Directors (Board) and committee meeting agendas, minutes, staff reports and other documents, assisting with the public election of the Board, and assisting with recruitment of committee representatives; responds to Public Records Act requests.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Clerk of the Board.

### **CLASS CHARACTERISTICS**

This is a single-position classification that is responsible for assisting in the administration and daily operations of the governance program and activities. This classification performs a variety of administrative duties, including assisting in the development of Board and committee agendas, administration of filings, records management, assisting with elections, and coordinating with other Authority departments. This position may be deputized by the Clerk of the Board to act in the capacity of the Clerk of the Board in his/her absence.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Assists in overseeing and performing functions of the day-to-day operations of the Governance program, including the development and maintenance of resolutions, ordinances, agreements, agendas, minutes, staff reports, correspondence, and other official documents.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors operations and activities of governance programs; provides recommendations concerning process changes, reviews with Clerk of the Board, and implements improvements.
- Attends assigned Board and committee meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, and other official documents; publishes, files, and indexes all proceedings of the Board and committees; administers oaths in the absence of the Clerk of the Board.
- Coordinates the assembly and distribution of Board and committee packets, reports, and related documents including agendas; maintains and updates Board and committee meeting and administrative files, resolutions, and ordinances.
- Posts notice of, advertises, and calendars public hearings; prepares a variety of other notices in accordance with Authority, state, and federal laws, policies, and procedures.

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- Maintains Board and committee records in compliance with retention schedules for governance records.
- Ensures compliance with the Public Records Act and the Brown Act; reviews and monitors public requests for records; ensures that public records that are not exempt from disclosure are open to inspection hours and that every person's right to inspect a public record in the possession of the Authority, that is not exempt from disclosure, is upheld.
- Assists in planning and conducting Board elections as required by state law; organizes, administers, maintains, and monitors all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Participates in the onboarding and offboarding of Board members.
- Participates in the recruitment, onboarding and offboarding of committee representatives.
- Assists with contract administration including drafting request for proposals and contracts while ensuring legal requirements are incorporated and enforced, coordinating review of contract documents with legal counsel, ensuring contractor compliance with provisions, and maintaining required insurance and other documents.
- Composes, prepares, edits, and proofreads a variety of comprehensive, complex, and confidential documents including reports, letters, memoranda, correspondence and statistical charts; types from rough draft or verbal instruction; reviews finished materials for completeness, accuracy, format, and compliance with applicable policies and procedures.
- Researches, compiles, and analyzes data for a variety of special projects as assigned.
- Establishes and maintains open communication with other Authority staff; coordinates activities and works cooperatively in a professional manner.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- May perform general clerical tasks that support the mandated functions of the Clerk of the Board's Office.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to public agency record keeping and the Clerk of the Board function.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed committees, boards, and commissions.
- Contract administration, administrative practices, and general principles of risk management related to the functions of assigned area.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Basic parliamentary procedures and local/state laws and policies relating to conducting and/or adjourning official meetings.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of research, data collection, and report preparation.
- Record keeping principles and procedures.

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- Modern office practices, methods, and computer equipment and applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, Board and committee members, and Authority staff.

## **Ability to:**

- Assist in developing and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Plan, organize, administer, coordinate, review, evaluate and personally participate in comprehensive administrative support services.
- Coordinate and implement records management for the governance program in compliance with federal, state, and local laws, rules, and regulations and Authority policy.
- Assist in the preparation of agendas, minutes, resolutions, and ordinances.
- Understand the organization and operation of the Authority as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical and cognitive ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth grade supplemented by two (2) years of college-level coursework and four (4) years of increasingly responsible administrative and clerical support experience, preferably in a Clerk of the Board or City Clerk office, public agency, or legal office.

## **Licenses and Certifications:**

- Possession of a valid California Driver's License.

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## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

EFFECTIVE: April 2014  
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