Job Description

Position:	Executive Assistant/ Clerk of the Board	Department:	Administration
Reports to:	General Manager Director of Finance & Administration	Revised:	April 2022

DEFINITION:
Under general direction, plans, coordinates and performs the duties of Clerk of the Board, including attending Board and Committee meetings and recording official minutes and actions for Monterey Regional Waste Management District (District) and Monterey Regional Waste management Authority (Authority); draft and execute resolutions of the Board; prepare, file, index, maintains and preserves official records; and perform a full range of highly responsible, confidential and complex administrative support duties for the Board of Directors and General Manager. The incumbent has dual reporting responsibilities, directly reporting to the General Manager and secondarily to the Director of Finance and Administration.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Attends Board meetings and records minutes and actions taken; execute orders of the Board as directed.
- Prepares, prints, and distributes the agenda and agenda packet materials for all Board and Committee meetings.
- Maintains a Board Agenda plan and/or schedule and coordinates completion of a variety of reports, Board actions; tracks board member appointments, prepares requests for reappointments; maintains board member handbook and provides new board member orientations.
- Authors and processes official notices for publication, including legal advertising of notices.
- Publishes/posts minutes of Board and Committee meetings, including District website, in compliance with the Public Records Act, Brown Act requirements and any other applicable laws.
- Prepares a wide variety of correspondence, memoranda, legal documents, resolutions, board reports, and other items as delegated from brief instructions and rough drafts by the General Manager and Board of Directors.
- Proofreads, reviews, formats a wide variety of reports, letters, memoranda and correspondence related to Board business matters or special projects and assignments.
- Researches, analyzes and respond to public records requests.
- Performs administrative and secretarial tasks in support of the General Manager and District Board of Directors, including meeting and event planning and coordination; attends meetings as requested and prepared meeting notes; makes travel arrangements, etc.
- Receives inquiries and complaints directed to the Board from the public, handling such matters personally or directing them to the proper source.
- Ensure Brown Act compliance requirements are met, including coordinating and tracking ethics training, conflict of interest statements and non-discrimination and sexual harassment prevention training for Board Members and Management staff as necessary.
- Establishes and maintains a variety of administrative files, letters, contracts, and other legal documents, resolutions, minutes, reports, and other official records as assigned.
- Maintains official board meeting calendars and various Board events.
- Coordinates and prepares meeting room for Board and Committee meetings.
- Responsible for compiling applications for industry awards and recognitions; Transparency Certificate renewal, etc.

- Maintains District's document retention and destruction program; responsible for archiving official Board of Directors; coordinates the archiving and/or scanning of other business records; maintains District electronic file system.
- Responsible for special projects, bond applications, agreements, including coordination of sigatures on documents.
- Screens, routes and processes telephone calls as needed.
- Backup to the Administrative Support Specialist.
- Provide IT support and troubleshooting for boardroom equipment, phone system and other office and information systems and equipment, as assigned.
- Adhere to an assigned work schedule and meet District attendance standards.
- Perform other duties as assigned.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.

MINIMUM QUALIFICATIONS:

Knowledge of and Ability to:
Rules and regulations governing public meetings, Brown Act open meeting laws, Public Records Act; modern office systems, procedures and software applications, including Microsoft Office Suite (Word, Excel, PowerPoint Outlook), and Adobe Acrobat; principles and practices of records managements including records retention laws; shorthand, speedwriting or keyboarding (60 WPM) skills; English usage, spelling, vocabulary, grammar and punctuation.

Work under limited supervision within a broad framework of standard policies and procedures; plan, organize, develop, and maintain office systems and procedures to effectively prepare and distribute board packets and information; maintain cooperative relationships with Board Members, Staff and the public; excellent written and verbal communication; accurately record the proceedings of meetings and hearings; speak effectively in public. Bilingual Spanish communication, oral and written, highly desirable.

SPECIAL REQUIREMENTS:
Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

TRAINING, EDUCATION AND EXPERIENCE:
Any combination of training and experience, which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of senior-level administrative/executive assistant experience and public sector experience that would provide an understanding of procedures, rules, regulations related to the duties and responsibilities of the public sector board clerk role, including rules and regulations governing public meetings, Brown Act open meeting laws and Public Records Act. High School diploma required. College degree desired.

PHYSICAL AND SENSORY REQUIREMENTS
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - **E**mployees are required to sit for extended periods of time during meetings, occasionally up to 2+ hours at a time; type, keyboard (60 WPM) or write for up to 2 hours at a time; regularly stand and walk, occasionally stoop, bend to pick up objects, reach with hands and arms, lift and move

objects weighing up to 25 pounds without assistance and life and move heavier objects with assistance; normal manual dexterity and eye-hand coordination to operate standard office equipment; talk or hear in person, in meetings and by telephone; specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands - Employees are regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex policy and operational problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines, respectfully interact with people at all levels and all walks of life.

Work Environment – Most work is performed in an office environment. Work may be performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; occasional exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, often works during non-office hours; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature