



Monterey Regional Waste Management District

Job Description

Position:	Executive Assistant/Clerk of the Board	Department:	Administration
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Support Unit
Reports to:	General Manager / Director of Finance & Administration	Revised:	February 2017

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; execute resolutions of the Board as directed; 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.

ESSENTIAL FUNCTIONS

- 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, etc.
- Authors and processes official notices for publication, including legal advertising of notices.
- Publishes 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.
- Proofreads, reviews, formats a wide variety of reports, letters, memoranda and correspondence related to Board business matters.
- Writes board reports and other correspondence on behalf of the General Manager and Board members.
- Researches, compiles, and analyzes data on a variety of topics.
- Serves as back-up to Administrative Support Specialist II in her absence.
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Adhere to an assigned work schedule and meet District attendance standards.
- 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.

DUTIES AND RESPONSIBILITIES

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.

- Performs a variety of responsible, confidential and complex administrative and secretarial duties in support of the General Manager and District Board of Directors;
 - Receives inquiries and complaints directed to the Board from the public, handling such matters personally or directing them to the proper source;
 - Coordinates training in ethics for Board Members and Management Staff and prepares, maintains, and updates a master list of individuals required to complete the training.
 - Establishes and maintains a variety of administrative files, including legal documents, resolutions, minutes, agreements, reports and other official records as assigned.
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- Coordinates with Board Members to maintain current conflict of interest statements.
 - Maintains appointment schedules and calendars of activities, meetings and various Board events.
 - Coordinates and prepares meeting room for Board and Committee meetings.
 - Plan, organize, and coordinate the business and recordkeeping functions of the Board of Directors.
 - Responsible for compiling applications for industry awards and recognitions;
 - May attend management, administrative, and project meetings for planning, make recommendations and take minutes;
 - Responsible for special projects as assigned;
 - Screens, routes and processes telephone calls as needed.
 - Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: 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 or speedwriting techniques; English usage, spelling, vocabulary, grammar and punctuation.

Ability to: 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/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 administrative or secretarial 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.

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 - While performing the duties of this class, employees are regularly required to sit for up to 2+ hours at a time at a computer and/or meeting; type, keyboard or write for up to 2+ hours at a time, talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands - While performing the duties of this class, 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; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

ACKNOWLEDGEMENT

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

Employee Signature

Date

Employee Name – Please Print