

JOB TITLE:	ASSISTANT CLERK OF THE BOARD	DIVISION:	DISTRICT – OFFICE OF THE DISTRICT SECRETARY
REPORTS TO:	DISTRICT SECRETARY	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction, performs complex and highly responsible analytical and administrative work for the Secretary of the District, members of the Board of Directors and associated Committees. This position assists the Secretary of the District in: 1) maintaining and reporting Board actions, agendas, minutes, reports and related matters; 2) processing lawsuits, claims, subpoenas; and 3) administering contracts for all divisions of the District, including, advertising bid openings and issuance of Notes to Proceed. Successful performance in this class requires a high degree of accuracy, discretion, confidentiality, excellent communication skills, customer service skills, and the use of sound independent judgment. In the absence of the Secretary of the District, this class assumes an acting role.

Essential Responsibilities

- Interprets meeting proceedings and prepares minutes, resolutions and ordinances with minimal oversight
- Creates and maintains the on-line Secretary of the District archives including minutes, committee reports, resolutions, ordinances and other pertinent documents
- Processes lawsuits, claims, and subpoenas for records, ensuring District compliance
- Ensures timely review of claims and lawsuits by Finance-Auditing Committee and Board of Directors
- Administers contracts for Bridge, Bus and Ferry Divisions, developing master calendar and tracking all phases ensuring compliance
- Coordinates newspaper advertisements and posting of legal notices for negative declarations, public hearings/meetings and bid openings
- Coordinate and facilitate bid openings and coordinate and conduct meetings in the Secretary of the District's absence
- Prepares and monitors the State mandated filings of Fair Political Practices Commission documents for the District
- Prepares and assembles agendas and calendars for Board of Directors and associated Committee meetings, tracking new and postponed items and ensuring that all documents, reports and correspondence are provided on time
- Attends Board and associated Committee meetings, composes, prepares, revises and distributes minutes and reports of such meetings for Board, Secretary of the District and staff use



- Researches and provides information regarding Board and District activities to all levels of District staff, the public, and others
- Composes and types formal resolutions, ordinances, reports, correspondence and other written materials
- Directs and personally participates in formal contract and bidding procedures; attends bid openings, prepares various transmittal letters, ensures that insurance and other procedural requirements are met, notifies successful and unsuccessful bidders and maintains various contract files
- Monitors activities and maintains files related to insurance and accident claim matters
- Assists members of the Board of Directors by composing correspondence, maintaining files and performing various administrative tasks
- Arranges and coordinates special meetings, notifying persons concerned and ensuring that facilities, equipment and required materials are available
- Coordinates storage and retrieval of official District documents in accordance with a Records Management Program
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- The role and function of governing boards, including the protocol of formal meetings such as governing board and special committee meetings
- Record keeping, report preparation and filing methods and the operation of common office equipment
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Legal regulations and standard legal language related to contracts, lawsuits, bids, and subpoenas for records

Ability to:

- Manage a project, including subject interpretation and analysis
- Rapidly learn and use, parliamentary procedures
- Rapidly learn web site posting skills
- Demonstrate a commitment to public service and high quality, cost-effective customer service in the performance of duties
- Represent the District professionally and effectively with others
- Maintain confidentiality and neutrality in the work setting in recording conflicting and controversial viewpoints in discussions of sensitive public issues
- Meet critical deadlines and maintain attention to detail
- Use effective administrative and analytical practices and procedures
- Use professional administrative skills, including business letter writing
- Use initiative and independent judgment within established guidelines
- Establish and maintain cooperative, effective and productive working relationships with those contacted in the performance of duties



- Research, compile and summarize a variety of materials
- Organize and maintain various files
- Prepare clear, accurate and concise minutes of formal proceedings
- Effectively organize work, set priorities, and follow up assignments with a minimum of supervision
- Work cooperatively and flexibly as part of a team
- Write in a clear and concise manner
- Take accurate notes from complex oral discussion

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major course work in public administration, business administration, or a related field. Additional qualifying experience may be substituted in lieu of the degree requirement.
- A minimum of 3 years' position-related professional administrative experience that has included working with high level executives, members of governing boards, commissions or associated committees (*Applicants presenting additional qualifying experience as a substitute for education must show a minimum of seven years' recent full-time, position-related experience*)
- Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks or Certification through the American Records Management Association is highly desirable
- Must have demonstrated proficiency using advanced MS Word, Excel, and MS Outlook

Required License:

- Must possess and maintain a valid California driver's license and satisfactory driving record
- Ability to become a Notary Public within the first six (6) months of employment

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.