



Tuolumne Utilities District
Job Description
EXECUTIVE SECRETARY/BOARD CLERK

POSITION:	Exec Sec/Board Clerk	DEPARTMENT:	General Manager
REPORTS TO:	General Manager		
PAY RANGE:	40	DATE PREPARED:	July 2012
INCUMBENT:			

General Description

Under direction of the General Manager, provides assistance to the General Manager in performing a variety of specialized and difficult secretarial and clerical duties; assists in and coordinates the planning of activities relating to the Board of Directors of Tuolumne Utilities District.

Essential Functions

Essential responsibilities and duties include the following. Other duties may be assigned.

Executive Secretary

- Performs a variety of responsible secretarial and clerical duties for the General Manager and the Board of Directors
- Works closely with the General Manager in coordinating and administering District activities.
- Assists the General Manager in the District's public relations activities; schedules appointments, gives information to callers, composes and types correspondence, technical reports, public relations publications.
- Assists the General Manager in the preparation of policies and procedures;
- Maintains confidential files and exercises mature judgment in matters of a confidential nature; develops effective working relationships with other employees and district contacts.
- Handles travel and business matters in support of the District and the Board of Directors.
- Coordinates the District's education outreach programs.
- Assists other District departments as needed.

Clerk of the Board

- Provides assistance to the Board of Directors in carrying out rules, regulations and policies of the District.
- Adheres to the requirements of the Brown Act, Robert's Rules of Order, the Water Code and the Government Code.
- Maintains permanent records of the official activities of the District.
- Prepares and distributes ordinances, resolutions and documents resulting from Board actions.
- Coordinates and schedules agenda meetings with District Staff.
- Assembles, prepares and distributes meeting agendas and supporting data for Board and

Committee meetings.

- Attends Board and Committee meetings, reads agenda items, takes and transcribes the minutes, prepares minutes and reports of the proceedings.
- Coordinates Committee meetings as necessary.
- Informs the public of the procedures and legal requirements for presentation to the Board.
- Maintains an effective working relationship with the Board of Directors.
- Coordinates Board of Director election activities with the County.
- Records deeds, easements and other legal documents.
- Acts as the District's Notary Public and maintains active status as such.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Procedures and rules for conducting meetings.
- ♦ Legal requirements governing Board meetings, posting of Board notices, and maintenance of official Board records.
- ♦ Office methods, including filing systems, document preparation, and the operation of office equipment.
- ♦ Operation and application of Microsoft Word, Excel spreadsheets, internet and email.
- ♦ Correct application and usage of the English language, including spelling, grammar and punctuation.
- ♦ Safe work practices.

Ability to:

- ♦ Exercise sound judgment in performing a variety of administrative detail for the Board of Directors and the General Manager
- ♦ Research and organize Board minutes, reports, and back-up material.
- ♦ Establish and maintain an indexing system.
- ♦ Process documents in accordance with codes and requirements.
- ♦ Interpret and apply a wide variety of laws, rules, policies, and procedures.
- ♦ Prepare accurate minutes and reports from handwritten notes and recorded media.
- ♦ Effectively represent the District with the public.
- ♦ Type accurately at a net rate of 65 words per minute.
- ♦ Use a variety of office equipment, i.e. copy machine, FAX machine, postage machine.
- ♦ Understand and carry out oral and written directions.
- ♦ Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, Board members, and the public; maintain the capacity to sit at a computer for an extended period of time; walk, stand, kneel, stoop, bend; use hands and fingers to write and to handle, gripe, feel and operate equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The majority of the job activities are performed indoors in a temperature-controlled environment. Minimal exposure to noise generated from the operation of office equipment.

Other Requirements

Education/Certification:

- High school diploma or general education degree (GED).
- Maintain active certification as a California Notary Public. Obtain Board Secretary Certification through CSDA within 12 months of appointment.
- Must possess a valid California driver’s license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Eight years of increasingly responsible administrative and office support assistance, including extensive public contact experience. Experience working with the functions and responsibilities of a public agency governing board desirable.

Work Hours:

The District offers a flexible work schedule. Working hours usually fall between 7:00 a.m. and 4:30 p.m., Monday through Friday, with an hour or ½ hour for lunch. Subject to change as required to meet the needs of the District. Must be willing to work overtime and attend meetings outside of regular working hours.

I have reviewed this job description and agree to obtain or maintain any job specific requirements and performance standards.

General Manager’s Signature

Date

Employee’s signature

Date