



JOB TITLE:	SECRETARY OF THE DISTRICT	DIVISION:	DISTRICT – OFFICE OF THE DISTRICT SECRETARY
REPORTS TO:	GENERAL MANAGER	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	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

This position serves as a Board appointed, statutory Officer of the District and Secretary to the District Board of Directors; supervises the maintenance of Board actions, agendas, minutes, and reports; performs related duties as required or prescribed by the Board of Directors. Working closely with the General Manager, the Attorney for the District and District executive staff in a team management, customer oriented environment; interprets and executes Board policies and procedures; coordinates activities of Secretary's office personnel in the maintenance of Board of Directors and Committee meeting agendas, minutes, and reports; maintains continual important personal contact with Board members, Attorney for the District, administrative staff, representatives from the media, state, and local authorities, and the general public to interpret District policy and provide background data on District activities.

Essential Responsibilities

- Attends all Board and Committee meetings of the District Board of Directors and maintains the record for all such proceedings
- Oversees the preparation of all resolutions and ordinances, as adopted by the Board of Directors
- Maintains a master agenda for items pending in each Board Committee
- Maintains all records and reports of District Officers and Board Committees except those under the control of the General Manager or Auditor-Controller
- Serves as custodian of the District seal
- Countersigns all contracts on behalf of the District and affixes the seal of the District thereto
- In the event of the General Manager's inability to act because of absence or otherwise, signs District warrants as prepared by the Auditor-Controller
- Oversees and approves all agendas, minutes, reports, and correspondence that are generated by the Secretary's office
- Distributes notices of meetings of the Board and Board Committees within the six counties of the District; prepares and posts meeting agendas in accordance with *The Brown Act Open Meeting Law* and Board policy



- Acts as the contract administrator for the District procurement process, reviews preliminary bid documents; coordinates District staff review, and follows up and assures proper award of contract documents; provides for notification of the successful bidder and return of bid bonds and other documentation to other bidders
- Performs swearing in ceremony for new Board members; coordinates with the General Manager for orientation of new Board members
- Responsible for Conflict of Interest statements for Board of Directors and all District employees, including notification of deadlines and requirements for filing
- Maintains records of status of all unfinished business of the Board and Committees of the Board, keeping Board members and General Manager advised of status
- Notifies departments of policy actions on matters referred to them by the Board
- Answers inquiries from the public, Board members and officials; composes responses to a variety of inquiries
- Assists departments in researching past Board actions, retrieving documents and interfacing with the Board and other departments
- Coordinates District related travel and meeting arrangements for Directors
- Ensures effective and efficient utilization of assigned support staff; plans, organizes, assigns, directs and evaluates work of staff; provides for training and professional development
- Serves as liaison with District's Attorney for maintaining all litigation and claim files; receives subpoenas, and monitors District policies in the handling of legal documents; researches supporting documents relating to District litigation
- Serves as liaison between District employees and the District insurance advisor by maintaining all District insurance records, and monitors District claim procedures
- Coordinates District public hearings, public meetings, and other special District functions
- Ensures that those safety program activities applicable to his or her department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- The role and function of the Board of Directors
- Parliamentary procedures
- Applicable laws and regulations including the Brown Act, Conflict of Interest and Public Information Laws
- Office management principles and procedures
- Current records management systems and technology



Ability to:

- Represent the District professionally and effectively with others
- Prepare clear, concise and competent reports, correspondence and other material
- Organize work, set priorities, coordinate multiple projects, follow-up work and meet critical deadlines
- Develop and maintain positive, professional, service oriented working relationships with all encountered in the course of work
- Maintain confidentiality and neutrality in the work setting in recording conflicting and controversial viewpoints in discussions of sensitive public issues
- Provide oral and written presentations to Board of Directors, representatives of the media, and the general public
- Work effectively under pressure while meeting exacting deadlines
- Use personal computers and learn the applicable software utilized by the District

Minimum Qualifications

Education and/or Experience:

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

- Bachelor's degree with course emphasis in Business Administration, Public Administration or Liberal Arts.
- Five years' recent position related substantial management or administrative experience

Required License:

- Must possess and maintain a valid California driver's license and satisfactory driving record

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. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. Must be willing and able to attend occasional evening meetings and to travel out of the immediate area.