

CLERK OF THE BOARD

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for a wide variety of confidential and complex administrative, technical, and programmatic duties related to the meetings of the Board of Directors; serves as OC San's records custodian by managing the records management program, maintenance of official OC San records for public, private, and government use, and responses for public records requests; ensures work quality and adherence to established regulations, policies, and procedures; serves as a liaison to OC San departments, other OC San staff, general counsel, outside agencies, and the general public; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises direct supervision over professional, technical, and/or administrative staff.

CLASS CHARACTERISTICS

This classification is a supervisory level class within the General Manager's Office performing public sector Clerk of the Board tasks, exercising independent judgment on diverse and specialized Clerk of the Board functions with significant accountability and ongoing decision-making responsibilities associated with the work. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Administration Manager in that the latter has full management authority in planning, organizing, and directing the full scope of board support, records management, and public and legislative affairs services, programs, projects, and related activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of assigned staff responsible for duties related to the Board of Directors and records management programs.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.
- Establishes schedules and methods for providing a wide spectrum of services related to the Board of Directors, records management program, mailroom and services, and reception lobby; identifies resource needs; reviews resource needs with appropriate management staff; allocates resources accordingly.
- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; implements approved policies and procedures.

- Participates in the selection of assigned staff; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
- Oversees and participates in preparation and distribution of Board of Directors' regular, standing, and ad hoc committee meeting agendas, closed session agenda items, and related documents in accordance with legal requirements; coordinates with various departments and legal counsel for related information and supporting documentation; publishes official notices and documents as required.
- Oversees the management of OC San's electronic agenda management system, disclosure, and recording systems, secure virtual data platform, and related technical programs.
- Attends Board of Directors' regular and committee meetings; records actions taken at meetings; oversees preparation and distribution of meeting minutes; processes documents and actions approved at Board meetings; reviews and signs purchase requisitions and contracts/agreements for Board items.
- Serves as OC San's records custodian; maintains official OC San records and archives for public, private, and government use; initiates, organizes, maintains, and controls access to complex filing systems and records; oversees implementation, maintenance, and compliance with OC San's records retention schedule and records management policies and procedures; oversees the management of OC San's offsite storage vendor account and content; provides direction to others in developing and maintaining official files and filing various documents.
- Serves as OC San's filing officer; processes and monitors documents including conflict of interest and other legal filings in accordance with established procedures.
- Coordinates activities of the Board of Directors, including sending correspondence, maintaining official Board roster and meeting calendars, ensuring completion of required training, and responding to inquiries from Board members; handles administrative duties and follows through on directives of the Board of Directors in accordance with established OC San policies and procedures and applicable statutes.
- Oversees responses for all requests of public records; accepts service, processes, and tracks claims, subpoenas, and summons; provides direction to staff regarding such requests.
- Serves as primary contact and liaison for assigned functions and programs with other OC San staff, the Board of Directors, the general public, and outside agencies and organizations.
- Researches, interprets, explains, and ensures OC San's compliance with California Public Records Act, the Freedom of Information Act, Proposition 218 the "Right to Vote on Taxes Act", Political Reform Act, the Brown Act, and other applicable regulations and timelines.
- Performs the more technical and complex tasks of the work unit and a variety of special projects and programs in assigned area including the implementation and coordination of assigned programs and projects and directives from management staff; implements programs and monitors activities.
- Attends and participates in professional group meetings; stays abreast of the political environment and new trends and innovations in the assigned areas of responsibility; researches, monitors, and reports on elections and/or related items of interest.
- Assists in responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of budget development, administration, and accountability.
- Business operations, services, and activities of Clerk of the Board and records and information management programs.
- Strategies, best practices, concepts, procedures, methods, and techniques used in public relations, media relations, and community outreach.
- Methods and techniques of conflict resolution and negotiation.
- Advanced principles and applications of critical thinking and analysis.
- Principles and practices of administrative research, record keeping, and report preparation.
- Principles of business letter writing.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and in decision-making and problem-solving.
- Oversee administration of Clerk of the Board and records and information management programs.
- Prepare clear, concise, and complete agenda packages, reports, correspondence, policies, procedures, and other written materials.
- Take and transcribe accurate minutes.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies; community groups; various business, professional, regulatory, and legislative organizations; and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general legal, policy, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from an accredited college or university accredited by the U.S. Department of Education, with major coursework in public administration, business administration, or a related field.
2. Six (6) years of progressively responsible work experience in public or business administration supporting a Board of Directors, a City Council, or elected/appointed board in a public agency environment, which may include two (2) years of lead or supervisory experience.

Licenses and/or Certifications:

- Must possess or obtain a valid Certified Municipal Clerk (CMC) certification within 12 months of placement in position.
- Must possess or obtain a valid Notary Public Commission in the State of California within 12 months of placement in position.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.