



Board Clerk

Filing Deadline: This recruitment is open until filled with first review of applications on **Monday, November 20, 2023**. It is recommended that interested candidates apply immediately as this recruitment may close at any time.

Interviews will be tentatively scheduled the week of 12/4 or 12/11.



CHINO BASIN
**Water
Conservation
District**

**Waterwise
Community
Center**

BOARD CLERK

THE POSITION

The Board Clerk position answers directly to the Administrative Services Manager and is responsible for and performs all functions necessary for the efficient operations of the Clerk of the Board office, including providing general administrative support to District management.

Under general supervision, provides highly responsible and complex administrative support to the Board of Directors, General Manager, and District management/staff; performs Clerk of the Board duties, including preparation of Board/Committee agenda packets, minutes, actions, ordinances, resolutions, records management, and overseeing the election and redistricting process; performs contract management; processes payroll; and performs other related duties as required.

The Board Clerk is the main support to the Board of Directors; schedules Board, Committee, and Ad-Hoc meetings; handles Director calendars; and tracks Director compensation. This position requires occasional Saturday work to assist with special events, as needed.

ESSENTIAL FUNCTIONS **

** SEE JOB DESCRIPTION FOR COMPLETE JOB DETAILS

Board Support:

- Coordinates with Board Members and management staff to schedule Board, and Committee, and Ad-Hoc meetings.
- Prepares public notifications, agenda packets, and other documents.
- Coordinates and participates in preparation and dissemination of agendas and agenda packets to the Board of Directors, legal counsel, and staff.
- Proofreads and checks the agenda and agenda packets for accuracy and completeness prior to printing and publication; formats agenda packets for posting to the web.
- Posts notices for Board and Committee meetings in compliance with the Brown Act, including notifying interested persons of the time, place, and subject of Board and Committee meetings.
- Attends Board and Committee meetings and records all official proceedings.
- Writes meeting minutes for all Board and Committee meetings and prepares for publication.
- Proofreads and checks materials for accuracy, completeness and compliance with Board standards, policies, and procedures.
- Prepares meeting materials, PowerPoint presentations, documents, and reports, including those of confidential nature.
- Runs A/V equipment, power point presentations, and audio recordings during public meetings.
- Drafts and arranges for the legal publication of notices, postings, ordinances, and public hearings.
- Assists with the dissemination and processing of all actions including ordinances, resolutions, contracts, agreements, and deeds.
- Handles contract management, including ensuring materials, contracts, insurance, and reports for signature are accurate and complete. Obtains signatures, sends documents to third parties, and files fully executed documents appropriately, both digitally and in hard copy.
- Administers the public hearing process for Board meetings; coordinates public notices in accordance with government code requirements and legal deadlines.
- Oversees the District-wide records management program and directs the retention and destruction of official records in accordance with applicable laws and regulations; assists with developing and updating records retention schedules, policies, and procedures; and researches documents, historical information, and other information as needed.

- Responds to public record requests in compliance with the Public Records Act.
- Prepares and maintains a procedures manual for the Board Clerk's office and review and recommend work products, methods, and procedures.
- Assists with preparing and updating the District's conflict of interest code and serves as Filing Officer for the Fair Political Practices Commission.
- Receives and opens sealed bids and formally releases bid bonds.
- Receives, processes, and maintains claims, summonses, and complaints.
- Oversees codification of ordinances.

Financial Support:

- Processes and submits bi-weekly payroll.
- Processes benefits related payments, including to CalPERS.
- May assist with the budget preparation for the Board Clerk office as it relates to training, equipment, materials, and supplies.

Scheduling:

- Maintains the appointment calendar for the Board of Directors and the General Manager. Schedules appointments and meetings as requested both internally and externally.
- Receives invitations from external organizations for District leadership attendance at community and professional events, forwards invitations to appropriate leadership and RSVPs on their behalf; maintains Board event calendar.
- Arranges travel accommodations for District Directors, General Manager, and management staff in accordance with District Policy.

Regulatory Support:

- Assists with tracking and compliance of local, state, and federal laws pertaining to public records, Board and Committee meetings, ethics, and Board elections.
- Organizes and maintains files in compliance with applicable governmental laws and regulations.

General Administrative Support:

- Prepares and processes correspondence and routine administrative reports.
- Responds to inquiries from staff and the public regarding matters pertaining to Board actions and/or related information retained in the Administrative Services Department.
- Researches and assembles information from multiple sources for inclusion in reports and other work products.
- Maintains administrative files and databases for legal documents, archival materials, resolutions, ordinances, minutes, agreements, and contracts; assists with records retention, which may include document imaging.
- Maintains all asset records.
- Responsible for tracking Bonding of Directors and Staff.
- Assists as backup support with opening/closing procedures and front desk coverage in the absence of the Administrative Assistant I/II.
- Assists customers at the front counter during front counter desk duty or as needed.
- Performs other duties as required.

COMPENSATION & APPLICATION PROCESS

THE IDEAL CANDIDATE

The ideal candidate will establish professional working relationships with all levels of the organization and work effectively with the Administrative Services Manager. This individual should be energetic, self-motivated, service oriented, detail oriented, flexible, and possess the creative vision to advance the Department's goals and services. The successful candidate should be able to work independently with minimal direction and be a team-player.

Receives general supervision from the Administrative Services Manager. The incumbent in this position does not routinely exercise supervision.

EDUCATION AND EXPERIENCE

Minimum High School Diploma or GED is required. Any recent training such as academic courses and certification programs, which are relevant to this job classification. A Bachelor's Degree from an accredited college/university or Certification as a Municipal Clerk (CMC) is highly desirable.

Minimum of 2-5 years of progressive administrative support experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office.

COMPETENCIES

Knowledge of:

- Expertise in Microsoft Office products and Adobe Acrobat.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Minimum 2-5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office.
- Research and reporting methods, techniques, and procedures.
- Records management principles, procedures, and practices.
- Experience with election procedures, including the re-districting process.
- Knowledge of laws and procedures relating to the Brown Act, Public Records Act, Political Reform Act, and Fair Political Practices Commission requirements is highly desirable.
- General knowledge of Board governance and ethics, and local government regulations.
- Knowledge of District policies, procedures, and related legal requirements.

Skills in:

- Strong interpersonal, collaborative, organizational, time management, problem-solving, and customer service skills.
- Strong technical skills.
- Exceptionally detail-oriented, with superb organizational skills.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Strong techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Basic principles of mathematics.
- Bilingual Spanish language skill is desirable, but not required.

Abilities to:

- Learn, interpret, and apply District and department rules, regulations, policies, practices, ordinances, resolutions, and laws.
- Coordinating on-going District-wide records clean-up.
- Work independently.
- Maintain positive and effective working relationships.
- Communicate effectively, both orally and in written form.
- Independently prepare correspondence and memorandums.
- Understand and carry out oral and written directions.
- Interact professionally.
- Perform quality work within deadlines without direct supervision.
- Gather data, compile information, and prepare reports.
- Operate and troubleshoot standard office equipment systems and software.
- Perform mathematical calculations quickly and accurately.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

COMPENSATION: The position offers a competitive salary with a highly attractive benefits package. This is an hourly/non-exempt position with a starting hourly rate based on the competitive labor market and the successful candidate's qualifications. **The salary range for this position is \$35.78-\$46.95 per hour (5% COLA effective January 1, 2024).**

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. The retirement formula for Classic members is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. The retirement formula for PEPPRA members is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit, while the District contributes 7.68%. This is provided for full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

HEALTH COVERAGE (MEDICAL/DENTAL/VISION): The District offers medical, vision, and dental health coverage for full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$1,836 a month for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid by the District, providing \$50,000 for full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

LONG/SHORT TERM DISABILITY: Long and short-term disability insurance is 100% paid by the District for full-time staff.

HOLIDAYS: The District observes 12 paid holidays throughout the year.

VACATION: The District provides full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services.

SICK LEAVE: Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours.

OTHER: This position may require periodic evenings and occasional Saturday work to assist with special events, as needed.

HOW TO APPLY: See full job description and apply online at cbwcd.org/jobs. **Please fill out the online application in its entirety and upload a cover letter and resume.** Only complete applications will be considered.

First review of applications will be **Monday, November 20, 2023**. This recruitment is open until filled and may close at any time.

This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

EQUAL OPPORTUNITY EMPLOYER: The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or afernandez@cbwcd.org.