
POSITION	BOARD CLERK
SALARY GRADE	138
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	11/13/23

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department works with the General Manager on the business and personnel functions of the District.

Administrative Services:

- Is responsible for District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District Records, including Resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;
- Provides support to the Board of Directors; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

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

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:

- Assist 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.

COMPETENCIES

Knowledge and Experience:

- Expertise in Microsoft Office products, including Word/Excel/PowerPoint/Outlook/Teams/SharePoint is required.
- Expertise in Adobe Acrobat.
- English usage, spelling, vocabulary, grammar, and punctuation.
- A minimum of 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:

- 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:

- Learn, interpret, and apply District and department rules, regulations, policies, practices, ordinances, resolutions, and laws.
- Plan and coordinate complex administrative programs.
- Coordinating on-going District-wide records clean-up.
- Ability to work independently.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in written form, with proper English usage.
- Independently prepare correspondence and memorandums.
- Understand and carry out oral and written directions.
- Interact professionally with other employees, customers, consultants, the public, and vendors.
- Perform quality work within deadlines without direct supervision.
- Gather data, compile information, and prepare reports.
- Operate and troubleshoot standard office equipment systems and software (copier, fax, printers, computers, web-based software/applications), and including Board room audio-video equipment.
- Perform mathematical calculations quickly and accurately.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

SUPERVISION

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

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is Monday – Friday, from 8:00 a.m. to 5:00 p.m.
- This position requires periodic evenings and occasional Saturday work to assist with special events, as needed.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required, supplemented by college level coursework in business administration, public administration, or other related specialized training. A Bachelor's Degree from an accredited college or university is highly desirable.
- Any recent training such as academic courses and certification programs, which are relevant to this job classification. Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks 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.

WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with staff and public.

PHYSICAL DEMANDS

- Work at a desk and sit for an extended time periods.
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities.
- Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regular use of telephone for communication.
- Use of office equipment such as computers, copiers, and fax machines.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Work in an office environment, need to lift, move, drag, and push objects such as large binders, books, boxes, office equipment, files, computer reports, or other materials weighing up to 25 pounds.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- Performs other duties as assigned.