

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT SECRETARY

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – December 4, 2019

SUMMARY: Performs a variety of professional, high-level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments. Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities. Performs a variety of administrative support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents.

SUPERVISION: Receives general direction from the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Exercises discretion and independent judgment in the performance of complex professional functions related to District operation and major assignments.
- Prepares, assembles, publishes, files, manages and distributes agendas, support documentation, and minutes of board and committee meetings, public hearings, public and legal notices election documents, and conflict of interest disclosure statements.
- Manages District election proceeding with Sacramento County; Files Director and staff Statements of Economic Interests as well as other documentation as necessary with the county and state and other appropriate agencies and organizations.
- Attests the signature of the President of the Board of Directors on all ordinances, resolutions, and other official documents.
- Establishes, publishes and posts ordinance, hearings, resolutions, and board meetings and publishes and posts notices for bids as required by the Brown Act and other statutes.

- Attends meetings of the Board of Directors and other Committees in the capacity of official recording secretary.
- Takes and transcribes minutes of proceedings for permanent records, ensures that minutes and actions of the Board of Directors are properly recorded and that subsequent actions are taken in compliance with the legal requirements imposed on and by the Board.
- Manages and maintains preparation of newsletter and website and social media communications.
- Manages and maintains records management program in coordination with other departments; prepares and maintains schedule of records retention and destruction; maintains library;
- Formulates and responds to requests for information by Board members, staff and the public, in compliance with adopted Board guidelines on official records and documents.
- Conducts independent confidential, professional administrative and technical, services for the General Manger, Board of Directors and other staff; provides District-wide general support services such as public information, document preparation, and communications.
- Manages conference scheduling and travel arrangements for General Manager, Board of Directors and staff.
- Maintains files pertaining to election for Board of Directors and swears in newly elected and re-elected Board members.
- Manages claims against the District; coordinates review, recommendations and responses for closure of claims.
- Provides assistance to other staff and works on special projects as assigned.

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 modern office methods, procedures and equipment, and ability to transcribe from electronic recordings; Excellent English usage, spelling, grammar, and punctuation; comprehensive filing and indexing systems; intermediate to advanced skill level in Word, Excel, Adobe Acrobat Pro, Powerpoint, Outlook, Internet, social media and website creation and maintenance. Experience with electronic file management, SharePoint file management a plus.

Ability to manage the business and record keeping functions of the Board of Directors; perform professional, difficult, responsible, complex and confidential administrative and office support work and effectively relieve the General Manager of routine administrative duties; manage difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal professionally, knowledgeably and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

EDUCATION AND/OR EXPERIENCE: The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: AA degree or equivalent college level coursework preferably in office support and business management.

Four years of extensive and increasingly responsible public or private agency administrative experience with regular public contact.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment. Obtain appointment as a Notary Public for the State of California within six months of appointment to the position.

Appointment to this position is made in accordance with Chapter 2, Section 2 of the District Code.

PHYSICAL DEMANDS: The physical demands described here 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 stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.