



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

BOARD ADMINISTRATIVE ASSISTANT I/II

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.

DEFINITION

To assist the Clerk of the Board in providing highly responsible and complex administrative, secretarial and clerical duties in support of the District's elected and appointed Board of Directors and associated committees and commissions; to provide information and assistance to the public regarding District policies and procedures; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Board Administrative Assistant I

This is the entry level class in the Board Administrative Assistant series. This class is distinguished from the Board Administrative Assistant II by the performance of the more routine tasks and duties assigned to positions within the series under close supervision and while learning District procedures and policies. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in the performance of assigned duties, and is at the discretion of higher level supervisory or management staff.

Board Administrative Assistant II

This is the journey level class within the Board Administrative Assistant series. Employees within this class are distinguished from the Board Administrative Assistant I by

the performance of the full range of duties as assigned including providing support to the Board of Directors. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Board Administrative Assistant I

Receives general supervision from the Clerk of the Board or Deputy Clerk of the Board.

Board Administrative Assistant II

Receives direction from the Clerk of the Board or Deputy Clerk of the Board.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a wide variety of responsible and complex administrative, secretarial and clerical duties in support of the District's elected and appointed Board of Directors, CEO (Chief Executive Officer) and Clerk of the Board.
2. Review, prepare, coordinate, finalize, assemble and distribute agendas and accompanying materials for Board of Directors and Board committee meetings; take, transcribe and distribute minutes of meetings; review documents for completeness, accuracy, format and compliance with policies and procedures; disseminate information as appropriate.
3. Attend meetings as required including Board-appointed committees and Board ad hoc committees; may be required to attend Board meetings in absence of Clerk or Deputy Clerk.
4. Maintain a calendar of elected and appointed Board activities, meetings and various events; coordinate and arrange meetings of Board committees, outside agencies, the public and District staff.
5. Screen office and telephone callers including calls from constituents of Board members regarding board actions; respond to and resolve complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.

6. Operate a variety of office equipment including copiers, facsimile machine, audio-visual and computer; input and retrieve data and text; organize and maintain disk storage and filing.
7. Monitor and enforce program compliance with laws, rules and regulations related to federal, state and local government and District guidelines, parliamentary procedures, the Brown Act and Robert's Rules of Order.
8. Suggest improvements in work flow, procedures, use of equipment and forms; implement approved policies and procedures.
9. Research and compile a variety of information materials from sources both inside and outside the assigned area; summarize information as directed.
10. Organize and maintain various administrative, reference and follow-up files and documents; purge files and prepare documents for filming and indexing.
11. Upon Board action and management direction, review, process and distribute contract and agreement documents ensuring that authorized specified provisions are met including contractor compliance with bond and insurance requirements.
12. Perform the work of unit support staff as required.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Board Administrative Assistant I

Knowledge of:

Basic practices used in minute taking and preparation.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.

Ability to:

Learn to provide responsible and difficult administrative support involving the use of independent judgment and personal initiative.

Learn the operations of the District as necessary to assume assigned responsibilities.
Learn to prepare a variety of reports and correspondence related to assigned area.
Accurately type or enter data at a speed necessary for successful job performance.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Maintain and update accurate records and files.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
The ability to accurately take and transcribe dictation at a speed necessary for successful job performance may be required, with determinations made on a case by case basis prior to the selection process.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible clerical, secretarial or office support experience; experience working with boards, councils or commissions is desirable.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in administrative or secretarial work or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

Board Administrative Assistant II

In addition to the qualifications for Board Administrative Assistant I:

Knowledge of:

Advanced principles of business letter writing and basic report preparation.
Pertinent federal, state and local codes, laws and regulations.
Administrative practices related to a public agency.

Ability to:

Provide responsible and difficult administrative support involving the use of independent judgment and personal initiative.
Prepare a variety of reports and correspondence related to assigned area.
Understand the operations of the District as necessary to assume assigned responsibilities.
Maintain and update an accurate calendar of events.
Work independently in the absence of supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of increasingly responsible secretarial or administrative support experience including one year of experience providing office and secretarial support for an elected board.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in administrative or secretarial work or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard or typewriter; visual acuity for proofreading documents and correspondence.