



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

### **DEPUTY CLERK OF THE BOARD**

*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 supervise staff in the Clerk of the Board office in providing administrative support for meetings and activities of the District's elected Board of Directors, associated commissions and committees; to serve as the Clerk of the Board in their absence; and to perform other, related duties as requested.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class participates in, and supervises the work of staff to accomplish the goals and objectives of the Clerk of the Board's office. The nature, diversity and scope of responsibilities of this position require the frequent use of tact, discretion, initiative and independent judgment. This position is designated as the Clerk of the Board Pro Tem and functions as such in the Clerk's absence.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Clerk of the Board.

Exercises direct supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

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

1. Assist the Clerk of the Board in providing office and administrative support for meetings

and activities of the District's elected Board of Directors.

2. Supervise the staff and activities of the Clerk of the Board Office and perform Board Administrative Assistant duties as required. The office is responsible for providing administrative and clerical support to the Board of Directors, and executive management.
3. Review all Board agenda items; prepare agenda worksheets and coordinate the preparation of agenda and non-agenda materials.
4. Provide effective recommendations regarding selection and training of office staff; counsel and coach employees to correct deficiencies; provide effective recommendations regarding performance evaluations of office staff.
5. Perform and supervise the processing of all Board documents, including minute orders, ordinances, resolutions, contracts, advertising, posting, and securing compliance with various boards, District, and other policies, rules and regulations; answers inquiries regarding Board actions, policies or procedures.
6. Ensure regulatory requirements and processes are completed, including but not limited to filing legal documents, election materials, and state mandated forms; supervise/coordinates advertisement/posting of public hearings and board meetings; receives claims and is authorized to accept service of process on behalf of the District.
7. Oversee preparation of budgets for the Board of Directors and the Clerk of the Board's office; analyze past expenditures, project future needs, make recommendations; monitor the budget utilization throughout the year.
8. Participate in formulating and implementing assigned program policies, goals and procedures; identify outdated policies and procedures, determine analytical approach and obtain and analyze relevant data supporting new recommendations.
9. Research and compile information and statistical data from various sources; establish and maintain a variety of files and records; prepare a variety of periodic and special reports. Implement and update the Board policy database, unit manuals and District roster.
10. Serve as the Clerk of the Board in his/her absence; perform signatory duties; participate in closed sessions in the absence of the Clerk of the Board
11. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

*Knowledge of:*

Administrative procedures pertinent to a public agency. Such as Ralph M. Brown Act, Parliamentary procedures, Public Records Act, legal instruments.

The functions and role of an elected Board of Directors for a public agency as imposed by law.  
Methods and techniques used to analyze business processes and recommend solutions for existing problems.  
Methods and techniques used to collect and analyze data and prepare reports based on findings.  
Modern office procedures, methods and equipment including computers, word processing and spreadsheet applications.  
Principles of business letter writing and basic report preparation.  
Principles and procedures of record management.  
Practices used in minute taking and preparation.  
English usage, spelling, grammar and punctuation.  
Principles and procedures of basic accounting budgeting, forecasting and control.  
Supervisory principles and practices, including work planning, scheduling, review, evaluation, and employee training and discipline.  
Pertinent federal, state and local codes, laws and regulations.

*Ability to:*

Provide responsible administrative services to the Board of Directors.  
Use initiative and independent judgment within established guidelines.  
Supervise and train assigned staff.  
Read and interpret a variety of legal, administrative, confidential and technical documents.  
Organize work, meet critical deadlines and follow-up on assignments.  
Ensure accuracy and completeness of documents, correspondence and agenda items.  
Take and transcribe dictation at a speed necessary for successful job performance.  
Prepare clear, concise and accurate minutes of meetings.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Interpret, explain and enforce department policies and procedures.  
Understand and follow oral and written instructions.  
Work during irregular work hours including evenings.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

*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 administrative or secretarial support experience including some experience in taking and transcribing minutes.

## Training

Equivalent to the completion of the twelfth grade. Additional specialized training in office administration or a related field is desirable.

## **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.

Possession of a valid Notary Public certification within 12 months of hire.

## **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.