

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **DISTRICT SECRETARY**

GRADE LEVEL: M7

SUPERVISOR TITLE: General Manager

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA






DEFINITION

A corporate and administrative officer and secretary of the District, under general direction, plans, develops, implements, manages, and coordinates the activities of the Board Administration Department and provides administrative support to the Board of Directors, General Manager, and other departments as needed

CLASS CHARACTERISTICS

The District Secretary is a stand-alone classification, which responsibilities consist of organizing assigned services, as well as budget and administration of the assigned functional areas of responsibility. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Serves as official custodian of Board records and proceedings, directing care and control of agendas, minutes, ordinances, resolutions, recordings of Board/Committee meetings, agenda items, and other supporting documents referred to in the Board minutes
-  Furnishes copies of ordinances, resolutions, minutes and other official records, certified and sealed as to their validity
-  Recording Secretary for Board meetings and backup for Committee meetings
-  Supervises preparation of Board/Committee agendas and agenda packets
-  Ensures compliance with legal requirements governing the conduct of closed session and dissemination of material/agreements related to Board action

- ✎ Coordinates the conduct of Board elections with the County of Riverside, processes the issuance of candidacy papers and verifies candidate eligibility, administers the oath of office as required, and assists with the orientation of newly elected Board members
- ✎ Coordinates the publication of legal notices, agendas, and other posting as required by law
- ✎ Provides secretarial and executive support to the Board and General Manager; types and/or drafts memoranda, correspondences, agenda material, and other documents and reports as requested; and proofreads and checks typed and other material for accuracy, completeness, and are in compliance with District standards
- ✎ Ensures compliance with local, state, and federal laws pertaining to filing of conflict of interest statements; administers procedures for filing Statement of Economic Interest (Form 700s); and notifies affected parties of filing requirements and deadlines
- ✎ Provides day-to-day leadership and work with staff to ensure a high performance, customer-service oriented work environment which supports achieving the office and District's mission, strategic plan, objectives, and values
- ✎ Assists with maintaining the General Manager's and Board calendars; coordinates, arranges, and confirms meetings; screens requests for appointments; and refers appointment requests to others as appropriate
- ✎ Prepares budget documents for the Board, Board Administration, and General Manager's office
- ✎ Administers oaths and affirmations; accepts the service of subpoenas
- ✎ Certifies, attest to, and notarizes legal documents
- ✎ Maintains updates to the District's Administrative Code Part I - Administration of the District
- ✎ Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of office administration
- ✎ Organization, operations, and functions of the District
- ✎ Conduct of Board elections
- ✎ Techniques of public agency budget administration
- ✎ Rules and regulations for the conduct of public meetings
- ✎ California Water District Law/Ralph M. Brown Act
- ✎ Procedures and rules of the Board and its committees
- ✎ Special District Administration

- ✎ Advanced uses of word processing (Excel, Access, Database, Presentation and other software)
- ✎ District policies and procedures
- ✎ Proper English, spelling, grammar, and punctuation usage

Ability to:

- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Perform highly complex secretarial work with speed and accuracy
- ✎ Type 60 WPM
- ✎ Transcribe minutes and record actions for public governing boards, in accordance with local, state and federal laws
- ✎ Maintain confidentiality of privileged or sensitive information
- ✎ Operate standard office equipment
- ✎ Gain cooperation through discussion and persuasion

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team). Experience in a government setting dealing with elected and appointed officials is required

Training: Equivalent to an Associate's degree with major course work in public administration, business administration, or related field

Licenses and Certificate:

- ✎ Certificate in Administration from California Special District Association within three (3) years of appointment
- ✎ California Class C Driver's License, required
- ✎ California Notary Public Commission, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicates verbally with District management, co-workers and the public in face-to-face, one-to-one and group settings
- ✎ Regularly uses a telephone for communication
- ✎ Uses office equipment such as a personal computer, copier and fax machines
- ✎ Sits for extended time periods
- ✎ Regular attendance
- ✎ Hearing and vision within normal ranges
- ✎ Carry, push, reach and lift up to 20 lbs. routinely
- ✎ Reach at above shoulder heights (5%), at shoulder height (5%), below shoulder height (90%)
- ✎ Occasionally stoop, kneel or crouch
- ✎ Sufficient manual dexterity to operate equipment

OTHER REQUIREMENTS

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date