

JOB DESCRIPTION

Job Title	Executive Assistant/Clerk of the Board	Supervisor	General Manager
Department	General Manager's Office	Class Group	Manager
Division	Administration	Salary Grade	E92
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general administrative direction, plans, organizes, and directs the operations and services of the General Manager's Office and Board of Directors; oversees the legislative process including elections, Board and Authority meetings; and public records functions; coordinates assigned activities with other departments and outside agencies; provides independent, highly responsible and complex administrative support to the General Manager's Office; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant/Clerk of the Board is responsible for fiscal management, administration, and operational direction of all departmental functions including elections, Fair Political Practices conflict of interest and campaign finance disclosure, Board and multi-jurisdictional Authority agendas, minutes, and official records administration, District wide records management; and Public Records Act and Brown Act compliance. The Executive Assistant/Clerk of the Board is responsible for developing and accomplishing department objectives and goals within guidelines established by the General Manager and Board of Directors and as prescribed by the Las Virgenes Code, Government Code, and other State and Federal laws. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES

Duty 1

Develops and monitors performance against the annual department budget; forecasts funds needed for project management, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Duty 2

Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Public Records Act and District and Government Codes.

Duty 3

Serves as Clerk of the Board for Las Virgenes Municipal Water District, Las Virgenes-Triunfo Joint Powers Authority, and Calleguas-Las Virgenes Public Financing Authority; administers functions required by law including facilitation of the legislative policy making process; oversees conduct of meetings, and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares the development and preparation of legal/public notices/publications, agendas and supporting materials, minutes,

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contracts, ordinances, and resolutions; ensures maintenance of the Las Virgenes Code, and related Web information.

Duty 4

In conjunction with County of Los Angeles, administers all elections processes for the Las Virgenes Board of Directors, prepares candidate guidelines and legal publications, responds to election inquiries, election results communications, and candidate inquiries in accordance with state and local election and campaign finance laws.

Duty 5

Oversees, or serves as Filing Officer for Fair Political Practices Commission campaign disclosure and economic interest statements; in conjunction with the FPPC, initiates conflict of interest codes and biennial code filings, conflict of interest and financial records including employees, board and authority board members.

Duty 6

Directs and administers the district wide records management program for official District records and archives in accordance with all legal requirements as well as records management policies and procedures adopted by the Board of Directors; oversees administrative record keeping for District wide and Executive Office operations including records, retention schedules, archives, and historical documentation protection and preservation; coordinates records analysis, inventory, retention, and destruction.

Duty 7

Serves as Board appointed Assistant Deputy Secretary, receives and certifies official records including ordinances and resolutions pertaining to District business that may be used in court; acts as District notary by issuing acknowledgment of instrument; maintains security of District seal, signature stamps and official records.

Duty 8

Provides expert professional assistance to the General Manager, Board of Directors and other staff in areas of responsibility of subpoenas, claims and records management; completes special projects as assigned; represents the District at various meetings and events; prepares and presents staff reports and other necessary correspondence.

Duty 9

Attends meetings and conferences; responds to legislators, board members, district counsel, agency departmental staff, other public and private entities; and the public in providing public records information and research services.

Duty 10

Maintains effective relationships with a variety of governmental agencies; explains department programs, policies and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Operations, services, and activities of a comprehensive administrative department.
- ◀ Principles and practices of program development and administration.
- ◀ Principles and practices of municipal budget preparation and administration.
- ◀ Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Elections Code, Government Code, Las Virgenes Code, and Public Records Act.
- ◀ Meeting protocol and procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.

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- ◀ Principles and practices of automated and manual records management, legal requirements, retrieval and storage.
- ◀ Modern office procedures, methods, and equipment including computers and supporting software applications.
- ◀ Principles and practices of public administration and office management.
- ◀ Principles and practices of Library cataloging methods and techniques.
- ◀ Principles and practices of of supervision and training.

ABILITY TO:

- ◀ Manage and oversee a comprehensive executive department including development, preparation and administration of departmental budget, goals, objectives, and procedures.
- ◀ Exercise sound, expert independent judgment within general policy guidelines.
- ◀ Analyze and assess programs including records management, administrative policies, and operational needs and make appropriate adjustments.
- ◀ Identify and respond to sensitive citizen and organizational issues, concerns and needs; establish and maintain effective working relationships with those contacted in the course of work.
- ◀ Plan, organize, train, and coordinate the work of lower level support staff.
- ◀ Perform difficult and complex analysis and research, identify alternative solutions, project consequences, and implement recommendations in support of goals.
- ◀ Plan, organize and coordinate efficient municipal elections.
- ◀ Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- ◀ Understand, interpret, explain, and apply applicable federal, state and local policies, laws and regulations pertaining to legal documents, contracts and administrative procedures and regulations.
- ◀ Communicate clearly and concisely, both orally and in writing; and utilize standard office equipment including computers and related software applications.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; performs duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.
- ◀ See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.
- ◀ Hear in the normal audio range with or without correction.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to an Associate's degree from an accredited college or university with course work in budgeting and records management.

EXPERIENCE: Five (5) years of experience performing difficult and complex administrative and secretarial duties, which included at least some experience preparing and monitoring budgets, developing and maintaining a comprehensive records management or library system; experience providing functional or technical work direction to others.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.
Certification as a Notary Public.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

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Designation as a "Certified Municipal Clerk" CMC or "Master Municipal Clerk" (MMC) is highly desirable.