



Midpeninsula Regional Open Space District

DISTRICT CLERK/ASSISTANT TO THE GENERAL MANAGER

DEFINITION

Under general direction, plans, organizes, and oversees the activities, services, and operations of the District Clerk function, including preparation of District Board agendas, minutes, actions, ordinances, and resolutions, maintaining official District documents and records, and conducting District elections; drafts, revises and manages Board policies and related administrative procedures; provides direct supervision and training for the Deputy District Clerk; provides highly responsible and complex administrative support to the General Manager and the District Board; coordinates assigned activities with those of other District departments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises general supervision over the Deputy District Clerk and other assigned staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the District Clerk function. This classification performs a variety of administrative duties, including development of Board agenda packets, administration of filings, records management, and conducting District elections. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in assigned areas. Responsibilities include coordinating the activities with other departments and outside agencies and overseeing complex and varied functions. Additional responsibilities include performing a wide variety of assignments necessary to the operation of the District, including performing complex policy analysis and managing projects and programs of a District-wide nature involving representation of the General Manager's Office. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The incumbent may act as a liaison between the District, outside agencies, and the public as needed to advance the goals of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Attends all regular and standing Board of Director meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, and other official documents; publishes, files, and indexes all proceedings of the District Board.
- Administers the public hearing process for the District Board of Director meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the operations of the District-wide records management program and records preservation and destruction; sets and ensures legal compliance retention schedules for District records; develops

and updates records retention policies and procedures; researches District documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.

- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the District is upheld.
- Conducts District elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; prepares candidates' notebooks and provides necessary information to candidates, committees, and the public.
- Serves as filing officer for the Fair Political Practices Commission (FPPC) for campaign disclosure filings; maintains election documents for public inspection; declares election results; administers and files oaths of office.
- Maintains custody of the District Seal, ensuring authentication of only approved documents.
- Assists in the development and implementation of District-wide goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Directs and coordinates the work plan for the assigned staff; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Represents the District Clerk function to other departments, elected officials, and outside agencies; explains and interprets assigned programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Manage multiple projects and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines. Assists the General Manager in developing recommendations on a wide variety of District programs; conducts special studies as assigned.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to the Clerk function.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs project and policy analysis which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results to senior staff, citizens and Board of Directors; and administering programs.
- Manages interdepartmental teams and other staff as assigned on complex projects and studies; assist in ensuring timelines and given budgets are met. Collect, compile, and analyze information from various sources on a variety of topics; coordinate with the Legislative/External Affairs Specialist on the impacts of specific, proposed legislation; prepare comprehensive reports to present and interpret data; identify alternatives and make and justify recommendations.
- Follow oral and written instructions and convey same to Deputy District Clerk, department managers, and other staff in the organization directed by the General Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and procedures related to public agency record keeping and the District Clerk function.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct District Clerk functions and activities.
- Develop, plan, coordinate, and implement records management program suited to the needs of the District and in compliance with Federal, State, and local laws, rules, and regulations.
- Coordinate municipal elections within legal guidelines.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Balance conflicting political goals and direction with an outcome of positive direction for the organization.
- Effectively administer, prioritize, and manage a variety of departmental and District-wide programs, activities, and special assignments.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
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Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a closely related field and four (4) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a District and/or City Clerk's office. Certified Municipal Clerk designation preferred.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011
REVISED: April 2016
FLSA: Exempt