

**DISTRICT SECRETARY**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Performs demanding secretarial and clerical work for the General Manager, including public and media contacts and involving a high degree of accuracy and independent judgment. Is designated as the District's Records Manager and coordinates the District's Records Management Program. Serves as an officer of the District. Performs a variety of administrative support for all District departments; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS**

The **District Secretary** is responsible directly to the Board of Directors for maintenance of all formal documents and records of the District and executes documents approved by the Board of Directors and performs all functions of this office as required by the California Government, Water and Election Codes. Advises Board and staff on compliance with Brown Act open meeting requirements. Is responsible for compliance with requirements of the California Fair Political Practices Commission.

**SUPERVISION RECEIVED**

Receives direction and supervision from the General Manager and his/her designees.

**ESSENTIAL DUTIES** (include but are not limited to the following)

From rough drafts, stenographic notes or recording equipment, types a variety of material including correspondence, memoranda, reports, agreements, resolutions, regulations, policies and forms for the General Manager. Reproduces and distributes material as required. Responsible for maintaining current and future agendas. Oversees the preparation, reproducing, assembling and distribution of Board of Directors agenda materials. Attends Board Meetings as a required function of this position for which no additional compensation is granted; records and transcribes minutes for same; maintains Minutes and Resolution books.

**OTHER DUTIES**

Receives telephone calls and visitors, make appointments and reservations for General Manager, researches and compiles information as required. Organizes and oversees special events (i.e., open houses, dedications). Receives incoming correspondence and makes appropriate departmental distribution. Composes correspondence. Sets up and maintains administrative and personnel files. Monitors and coordinates legal procedures and documents required for elections, improvement district formations and annexations. Operates and performs simple maintenance on office reproduction machines as required. May perform as General Manager's personal aide in communicating with public, the Manager's associates, the media and in researching information. Has working knowledge of District history and does archival research as needed. Directs activities of and supervises the Administrative Assistant position.

**OTHER DUTIES CONTINUED** (From Administrative Assistant Position Description 08/2012):

Responds to questions and concerns from the general public over the telephone; files and tracks Worker's Compensation reports of claims, and communicates on a regular basis with

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claims administrator and employees as appropriate; processes purchase orders initiated by others for management review; maintains files on contractor liability insurance and issues monthly insurance status reports, and serves as liaison between contractors' insurance representatives and the District; maintains files for the Auditor-Controller; schedules pre-employment and DMV physicals for prospective employees; assists in the hiring process by initiating classified advertisements and coordinates sending and receiving of application packages; serves as Administration Dept. coordinator for Record Retention program; coordinates production of District publications, such as Annual Reports and Consumer Confidence Reports; receives and responds to requests for salary, benefit or other information; sorts and distributes mail; maintains and updates District website and social media content.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Any combination of education and experience equivalent to two years of college or business school and five years of increasingly responsible secretarial experience.

Knowledge/Skill/Ability

Thorough knowledge of modern secretarial practice, current workplace software and technology, office procedures and equipment; knowledge of business letter writing, correct grammar, spelling and punctuation; knowledge of and ability to establish and maintain effective filing systems; knowledge of applicable legal terminology and governmental procedures; ability to type at a rate of 80 or more net words per minute; experience operating a word processor and ability to transcribe from recordings; ability to meet and deal with the public politely and with tact, poise and effectiveness; ability to handle a variety of administrative detail without supervision; willingness to devote time beyond normal working hours when necessary to complete projects or accommodate the public meeting schedule of the District.

License/Certificate

Possession of a valid Class C California driver's license.

Residency

Residence within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."