



MARIN MUNICIPAL WATER DISTRICT

Board Secretary

DEFINITION

Under general direction, provides a variety of highly responsible administrative, secretarial and clerical duties in support of the District's Board of Directors; acts as recording secretary for the Board and completes related preparation and follow-up materials or actions in support of Board activities; responds to requests for information and data from Board members as outlined in Board-adopted District guidelines; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This single-position class is distinguished from other secretarial positions by the greater degree of independence exercised, and the high degree of confidentiality required. The incumbent is required to use initiative, independent judgment, tact, and discretion, particularly when dealing with members of the Board of Directors and District management staff.

This position is appointed by the Board of Directors and reports to the Communications Manager.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Acts as Secretary to the Board by attending District Board meetings, and/or other special functions of the Board of Directors in the capacity of official recording secretary;
- Takes, prepares, assembles and distributes agenda materials for regularly scheduled and special Board meetings of District Board meetings, prepares accurate minutes and maintains a master file of related meeting packets, minutes and electronic and/or video recordings of Board meetings;
- Attends evening Board meetings, takes notes, prepares and distributes Board meeting agendas and related study materials; prepares public meeting notices and participates in agenda planning meetings with District administrative staff;
- Posts agendas and meeting notices in accordance with Ralph M. Brown Act requirements;
- Maintains official records of meetings, and after review and approval, maintains official records and minutes of such minutes; and ensures that minutes and actions of the Board of Directors are properly

recorded and that subsequent actions are taken in compliance with the legal requirements imposed on an by the Board;

- Follows up after Board meetings to ensure that materials are distributed, actions are taken, and individuals or organizations are notified;
- Receives and screens visitors and provides factual information, which may require the use of judgment or the knowledge and interpretation of the District's rules, regulations, policies and ongoing projects;
- Assigns resolution and contract numbers as required;
- Composes and prepares a wide variety of correspondence, reports, contracts, mailing lists, and varied legal documents from stenographic notes, tapes, or brief instructions;
- Develops and maintains official records of Board-adopted resolutions, regulations, and other public documents; records actions as appropriate with the County Recorder or prepares public notice documents; maintains records and files in accordance with records management guidelines; receives subpoenas for records, maintains logs, in accordance with District policies;
- Schedules and coordinates meetings, appointments, retreats and performs District-related travel arrangement for Board members; prepares and keeps meeting calendars;
- Prepares monthly status or activity reports as directed by the Board and protects the confidentiality of information privy to the Board and executive management;
- Maintains files pertaining to election for Board of Directors and swears in newly elected and re-elected Board members;
- Executes details of transactions of the Board such as officially recording orders and preparing legal notices for publication; serves as Officer of the District and attests signatures on bonds and other financial documents;
- Conducts research, compiles information for specified narrative, statistical or financial reports and responds to requests for information by Board members, staff, and the public, in compliance with adopted Board guidelines, legal procedures and policies;
- Reviews completed work for compliance with established procedures, accuracy, and proper grammar; makes corrections as necessary;
- Follows applicable safety rules and regulations;
- Performs related duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Office procedures and practices, including filing systems, business forms, operation of word processing and duplicating equipment, letter and report writing and techniques used in web-based applications;
- Strong interpersonal and communication skills with ability to build effective professional relationships with Board members, staff, and stakeholders;
- English usage, spelling, vocabulary, grammar and punctuation;
- Records management techniques; Ralph M. Brown Act; Public Records Act; and familiarity with municipal elections;
- Organization and functions of local government agencies, including public utilities; rules, regulations applicable to the noticing and conduct of public meetings and related recording requirements.

Ability to:

- Take and transcribe accurate minutes of Board meetings;
- Perform difficult administrative, secretarial, and clerical work to effectively relieve the Board of Directors and executive management of routine administrative details;
- Learn, interpret and apply rules, regulations, and policies governing the Marin Municipal Water District;
- Compile and maintain a variety of files, records, and public documents in accordance with District records management guidelines and other governing act requirements;
- Analyze situations accurately and adopt an effective course of action;
- Assume responsibility and use good judgment in recognizing the scope of the position's authority;
- Continuously interpret and understand laws, Board directions, policies, procedures, and public requests, stay abreast of laws and administrative policies and procedures;
- Recall, research and communicate past Board actions and decisions; provide sound direction to staff and the public;
- Compose correspondence and reports independently;
- Effectively use word processing, spreadsheet, and other software necessary to perform assigned functions, including proficiency in the use of Microsoft Word® and electronic meeting software;

- Type at a speed necessary for successful job performance;
- Organize work, set priorities, and meet critical deadlines with a minimum of supervision;
- Understand and carry out written and oral instructions;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, judgment, poise and firmness;
- Travel to alternative work locations and off-site meetings, work evenings and weekends depending on assignment.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Minimum of five years of increasingly responsible secretarial experience, at least two of which must have been at the executive level;
- Minimum High School graduation or equivalent. A college degree in administration or related field is desirable;
- Experience both as a recording secretary for public meetings, and in working with elected officials is also desirable.

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.”
- Must be available to attend evening meetings
- Depending upon assignment, possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office

equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 1991

Revised: April 2020

Approved by: Human Resources Manager