



Hi-Desert Water District Classification Specification

Job Title: Board Secretary/ Outreach Coordinator

Job Grade: 11

FLSA Status: Non-Exempt

Date: June 2025

JOB SUMMARY

Under general direction, serves as the Secretary to the Board of Directors and performs a variety of complex administrative and analytical support work related to the position. Ensures timely and accurate record keeping and communications related to the actions and policies established by the Board of Directors and coordinates public outreach.

This position includes the handling of confidential and highly sensitive information. Use of discretion, independent judgment, and tact is required.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the Director of Government and Public Affairs. May coordinate work with other staff.

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

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

Key Responsibilities

- Attending meetings and special functions to record and accurately document proceedings in compliance with the Brown Act.
- Develop, assemble, post, and distribute agendas, legal notices, and supporting documents for public hearings, meetings, workshops, and committees.
- Manage all board meeting logistics, including scheduling, setup, refreshments, video recordings, and equipment.
- Develop and maintain official District records, including Board actions, resolutions, regulations, contracts, District Code, and other related public documents.
- Follow up with departments to ensure Board actions are properly routed, signed, and documented.

- Compose and prepare various documents, including correspondence, resolutions, ordinances, reports, contracts, and legal documents.
- Review and edit board-related reports and documents for compliance, accuracy, and proper grammar.
- Receive, track, and respond to Public Records Act (PRA) information requests.
- Manage the Board and Conference room scheduling and coordinate the setting up of meeting rooms with necessary equipment and supplies.
- Coordinate Board calendars, travel arrangements, event registrations, expense reports, Conflict of Interest Code filings, Fair Political Practices Commission filings, and required training.
- Serves as filing officer for the Fair Political Practices Commission and is responsible for the annual distribution of the Statement of Economic Interest 700 Forms for all designated employees and other required forms as required by law.
- Serve as the District's Records Management coordinator, working with departments to ensure compliance with the Public Records Act and the District's Records and Retention Schedule.
- Coordinates messages on water bills, digital signs, and other media as needed to ensure timely and accurate communication with the public.
- Schedule, plan, organize, and execute outreach events. Coordinate staffing schedules, secure venues, secure outreach material, and oversee event setup and teardown.
- Oversee the procurement, inventory, and distribution of outreach supplies and promotional giveaways to ensure adequate stock and effective use during events.
- Regularly update the website with information, event details, and other content as requested to keep the public informed.
- Actively participate in public outreach activities, including those held during evenings and weekends.

JOB SPECIFICATIONS

Knowledge

- Water District operations, procedures, policies, precedents, rules and regulations.
- Records management best practices, retention procedures, and Laserfiche records management software.
- Federal, State, and local laws, and regulations applicable to Special Districts, including the Ralph M. Brown Act, California Public Records Act, and Political Reform Act, etc.
- Agenda management software, protocols, preparation, and distribution requirements.
- Proficiency in office procedures, including filing systems, business forms, word processing, duplication equipment, letter/report writing, and web-based applications.
- Modern office practices, public agency operations, data organization, and records management.

Skills and Abilities

- Plan and organize events and meetings.
- Communicate effectively.
- Knowledge of modern digital communication.
- Ability to work flexible hours, including evenings and weekends.
- Manage multiple assignments and deadlines.
- Maintain strict confidentiality of classified/sensitive information.

- Critical thinking, decision-making, and research skills.
- Proficient with Microsoft Office suite, including Teams, Word, Excel, Outlook, and PowerPoint.
- Effective listening skills to ensure understanding and collaboration.
- Good decision-making and critical thinking skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Provide professional-level service to internal and external stakeholders, actively seeking ways to assist.
- Able to handle a large volume of inbound and outbound telephone calls.
- Excellent time management and organizational skills – must be detail-oriented and thorough.
- Ability to work effectively within a team and support collaboration and communication between departments.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Work at a desk for extended periods. Stand, walk, and sit for extended periods; able to carry, push, pull, reach, and lift objects of up to 15 pounds, such as large binders, books, and small office equipment. Move boxes, paper, envelopes, bills, and reports using a cart. Hearing and vision are within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one, and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Operate office equipment such as computers, copiers, and postage machines; look at monitors and screens for extended periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems, perform mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, attorneys, consultants, vendors, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Any combination of education, experience, and training that would provide the required knowledge and abilities to perform the position may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would include the following:

Education

- High school diploma or equivalent minimum.
- Bachelor's degree in Business Administration, Communication, Public Administration, or a related field from an accredited college or university, or equivalent is preferred.

Experience

- Four (4) years of increasingly responsible administrative support experience, including direct support to executive-level staff and a Board of Directors, preferably with a public agency.

License / Certificate:

- Possession of a valid California State Notary Public Commission or must obtain a valid Commission within ninety (90) days of employment.
- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other Requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.