



Hi-Desert Water District Classification Specification

Job Title: **Board Secretary/Community Outreach Coordinator**

Job Grade: 9 or 11 depending on qualifications and experience

FLSA Status: Non-Exempt

Date: January 16, 2018

JOB SUMMARY

Under the direction and supervision of the Communications and Legislative Officer, the Board Secretary/Community Outreach Coordinator serves as secretary to the Board of Directors and assists with a variety of public relations, outreach, and communications activities.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the Communications and Legislative Officer. 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.*

- Prepares Board, Public Advisory Committee, Board Committee and public hearing agendas and packets.
- Responsible for distributing and assures delivery of agendas and Board packets to appropriate parties in accordance with the Brown Act.
- Gathers information for and assists in the preparation of staff reports.
- Reviews agenda items prepared by staff for completeness and consistency with District standards.
- Prepares resolutions and checks for completeness and consistency with District standards, policies, and procedures.
- Assists Board members by answering inquiries. Responsible for making travel arrangements, registering them for various meetings and workshops, completing expense reports, tracking training requirements and assuring each director is aware of his/her status.
- Ensures that meeting rooms are set up with all appropriate equipment and supplies before meetings.
- Ensures that the District has complied with the legal requirements for each Board meeting.
- Attends Board meetings and Public Advisory Committee meetings; records roll call votes on agenda items, takes minutes at the meetings and produces and distributes minutes.

- Coordinates with staff to assure that yearly assignments related to daily business are presented to the Board in a timely fashion.
- Posts Notices of Intent and final Notices of Determination in accordance with regulations.
- Conducts research as needed in the Government Code books, files, etc.
- Assists with the production and distribution of public information as requested.
- Maintains Conflict of Interest Code and files all Fair Political Practices Commission (FPPC) requirements.
- Coordinates FPPC filings for staff and Board members.
- Assists the Communications and Legislative Officer with a variety of public outreach activities such as organizing District tours, various events, organizing public informational meetings, organizing and coordinating educational programs in local schools.
- Assists the Communications and Legislative Officer with maintenance of District website.
- Assists Communications and Legislative Officer with development and monitoring of departmental budget.
- Researches, composes and presents a variety of reports, memos, articles, informational newsletters, and press releases.
- Participates in public outreach activities, many of which are held on weekends or evenings.
- Prepares a variety of correspondence, memoranda, and other items as delegated by the Communication and Legislative Officer, and Board Members.
- Runs errands as needed.
- Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge

- Modern office practices, equipment, and procedures.
- General operations of a public agency.
- Principles and procedures of data organization, and records retention and maintenance.
- Advanced writing and communication skills. Expert level English usage, spelling, grammar, and punctuation.
- Basic arithmetical computations.
- Fundamental principles and practices of project management.
- The Brown Act and its requirements.
- Robert's Rules of Order
- Appropriate safety precautions, procedures, practices and regulations.

Skills and Abilities

- Type at a speed of 50 words per minute.
- Expert level knowledge of Microsoft Word, Outlook, PowerPoint and Adobe Acrobat PDF. Strong working knowledge of Microsoft Excel.
- Operate a computer workstation.
- Operate a variety of photocopying equipment.
- Operate postage metering equipment.

- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Critical thinking and decision making.
- Conduct research utilizing fundamental research principles.
- Prepare clear and concise reports, memos, and various other required documents.
- Deal courteously and appropriately with the public.
- Establish and maintain cooperative working relationships with all levels of employees, Board members, customers, and vendors.
- Interpret and follow District codes, policies, and standards.
- Exercise good judgment.
- Maintain complete and accurate records and documentation.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both verbally and in writing.
- Use good judgment in determining when to elevate issues to the next level of supervision.
- Ability to work evenings and weekends as necessary.

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 of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, Board members, and the public in face-to-face, one-on-one and group settings; regularly use a telephone for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/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, financial institutions, consultants, vendors, the public and others encountered in the course of work.

QUALIFICATIONS

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position of Administrative Assistant is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- At a minimum possess a high school diploma or equivalent. Bachelor's degree or college level coursework in public administration, communications, journalism or a related field is highly desirable. Completion of Board Secretary/Clerk certification program helpful.
- Three (3) to five (5) or more years of increasingly responsible experience performing a variety of high level, complex office administrative support duties, preferably including one (1) or more years as an assistant to a senior level executive or public official.
- One (1) to three (3) years of work experience in public relations/public information work, including experience composing news releases, newsletters, articles and informational materials for widespread public distribution is highly desirable.

License / Certificate:

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 test, physical examination indicating fitness for duty, DMV record review, and background investigation.