

Greater Vallejo Recreation District

Job Description

Classification Title	Assistant to the General Manager/Board Clerk
FLSA Status	Exempt
Salary Grade	63
Reports To	General Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL SUMMARY

This position is responsible for coordinating board functions (such as agenda preparation, transcription of minutes, etc.), administering contracts, providing administrative support to the General Manager, and supervising administrative staff.

Under the direction of the General Manager, the Assistant to the General Manager/Board Clerk provides complex and confidential support to the General Manager by performing a variety of sensitive, analytical, and highly responsible administrative and clerical support work. The Board Clerk is responsible for Board Meeting agenda preparation, records management, coordinating assigned activities with other departments and outside agencies, recording and transcription of minutes at Board of Director meetings, and coordinating collection of committee meeting minutes from appropriate staff. The position may supervise other administrative/clerical staff and provide support to other management staff.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the General Manager. Work requires supervising and monitoring performance of designated staff including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. This may include part-time staff, volunteers, and/or interns.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. 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.

- Serve as the Clerk to the Board of Directors responsible for preparation and publication of the Board agenda and related materials and recording of official proceedings and related documents in compliance with the Brown Act; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors; directs the research, coordination, and compilation of records in response to public and District staff inquiries.
- Conduct Conflict of Interest, Brown Act, and Ethics Orientation and other related training sessions for Directors and select Staff. May coordinate, schedule, process,

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and confirm staff or Board of Directors travel arrangements. Coordinates and maintains multiple calendars and schedules meetings and appointments for the General Manager; coordinates conference/travel arrangements for General Manager and Board of Directors.

- Act as liaison and first point of contact for General Manager and Board of Directors between District staff, government entities, outside agencies and the public.
- Track and schedule items for consideration by the Board of Directors and Board committees; prepares agendas, meeting materials, minutes, and resolutions; coordinates meeting arrangements, including set-up, and audio/visual equipment.
- Perform administrative support functions for the Board of Directors by: developing annual and monthly schedules of meetings and activities; making conference and travel arrangements; ensuring compliance with training and reporting requirements for public officials; and assisting with the orientation of new Directors and handling the associated administrative details.
- Compose, type, and edit a variety of documents, including detailed and often confidential correspondence and reports to the Board of Directors; proofread materials for accuracy, completeness, compliance with departmental policies, format and English usage, including grammar, punctuation, and spelling.
- Coordinate Board of Director appointments with City and County agencies.
- Research records and information to prepare reports and provide information to the General Manager, Board of Directors, Legal Counsel, and staff.
- Assist with the planning of District special events as needed.
- Evaluate office and administrative functions and recommend changes in office processes
- Process and track Public Records Act requests.
- Research analyzes, and compile information to prepare or assist with reports, handling of complaints or resolution of problems. Conducts Legislative research on a variety of issues pertaining to District business.
- Compose correspondence for the General Manager on his/her own initiative or from general instructions. Formats and types a variety of executive, sensitive, confidential, official and/or legal letters, documents, and contracts.
- Supervise the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Perform and/or assist with the more difficult and high-level tasks of the administrative functions of the District and performs quality control activities.

Greater Vallejo Recreation District Job Description

Classification Title	Assistant to the General Manager/Board Clerk
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- Work with General Manager/Management Staff and Legal Counsel to prepare contracts for the district. Ensures liability insurance is up to date for all organizations/contractors.
- Provide administrative support to the General Manager.
- Review work for completeness, accuracy, and compliance within District operating procedures, schedule meetings.
- May serve as lead on special projects.
- Act as liaison between General Manager and designated contractors.
- Oversee changes to website as requested.
- Maintain filing and information storage system. Coordinates and updates the record retention schedule.
- Build and maintains positive working relations with co-workers, other District employees, outside agencies and the public using principals of good customer service.
- Perform related work as required.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

Greater Vallejo Recreation District Job Description

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FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

Position has major fiscal responsibility. Is responsible for assisting in processing expenses from multiple departments, processing invoices from vendors who assist admin., and assisting in the development of the GVRD budget with the General Manager and department heads when requested. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

Associate degree or two (2) years of College in Business, Computer Science, Public Administration or a related field

and

Minimum 4 years' experience in an executive support position

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California Special District Association Board Clerk Certificate, must obtain within 12 months, dependent on conference date
- Driver's License

Desirable Licenses or Certifications

- California City Clerks Association Membership
- International Institute of Municipal Clerks Membership
- Possession a California Municipal Clerk certificate.

Greater Vallejo Recreation District Job Description

Classification Title	Assistant to the General Manager/Board Clerk
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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Professional office etiquette with excellent grammar, spelling, and writing skills; proper phone manners, and customer service skills
- Principles and practices of basic budgeting
- Modern office procedures, methods and computer equipment, including applicable software
- Principles, practices and procedures of Clerk functions and requirements of municipal government operations and organizations
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, and Regulations of the California Fair Political Practices Commission.
- Automated and manual filing systems;
- Administrative procedures affecting inventory and purchasing
- Principles and practices of inventory and purchasing management
- Website manipulation
- Record retention schedule
- Principles and practices of employee supervision
- Organization and function of public agencies, including the role of an appointed Board of Directors.
- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and procedures of recordkeeping and reporting
- English usage, grammar, spelling, vocabulary, and punctuation; business letter writing and standard formats for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively navigating the Board of Directors, public, vendors, contractors, and District staff.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature

Greater Vallejo Recreation District Job Description

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- Advanced level skills in office technology and computer applications especially Microsoft Office Suite, including Word, Excel, Outlook, and Power Point.
- Contract and document preparation

Ability to:

- Meet schedules and deadlines of the work
- Understand and communicate oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform responsible and difficult administrative tasks involving the use of independent judgment and personal initiative
- Organize and schedule priorities in the office
- Maintain clear and accurate records and filing system
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Use tact, initiative, prudence, and independent judgement withing general policy and legal guidelines in politically sensitive situations
- Interpret, apply, explain, and ensure compliance with applicable laws, rules, regulations, policies and procedures, as well as complex administrative and departmental policies and procedures.
- 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
- Perform high level administrative tasks, including retrieving computer data, with accuracy and efficiency
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Compose correspondence and reports independently or from brief instruction
- Understand and carry out complex oral and written directions
- Research, analyze, and summarize data and prepare accurate and logical written reports
- Train, plan, organize, schedule, and assign the work of assigned staff and/or volunteers
- Establish, maintain, and foster positive and effective working relationships with those
- Prepare contract documentation

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

Greater Vallejo Recreation District Job Description

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is relative free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a salaried full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Board meetings, Board trainings, and after hour meetings attendance is required. Incumbents may also be assigned a temporary irregular work schedule, including weekends, early mornings, evenings, and holidays.

TRAVEL: May be required to travel by car to City, County, and State offices, and off GVRD sites on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any

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other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	12/8/2020
Dates revised	