

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT SECRETARY

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – January 16, 2008

SUMMARY: Performs a variety of complex, responsible, technical and confidential secretarial and administrative duties for the General Manager, Board of Directors, and other staff. Coordinates the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes. Performs a variety of office support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents. Performs other complex support duties to relieve the General Manager and other staff of administrative duties as required.

SUPERVISION: Receives direct supervision from the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares, assembles, publishes, files, manages and distributes agendas, support documentation, and minutes of board and committee meetings, election documents, and conflict of interest disclosure statements; prepares legal notices and documentation related to public hearings; files reports and other documentation as necessary with the county and state and other appropriate agencies and organizations;
- Attests the signature of the President of the Board of Directors on all ordinances, resolutions, and other official documents.
- Publishes and posts notices for bids, ordinances, hearings, resolutions, board meetings as required by the Brown Act and other statutes.
- Attends meetings of the Board of Directors and other Committees; takes and transcribes minutes of proceedings for permanent records;
- Prepares correspondence, memoranda, newspaper and general public information articles for, General Manager, and other staff as needed; manages preparation of newsletter;
- Maintains records management program in coordination with other departments; prepares and maintains schedule of records retention and destruction; maintains library;

- Provides information to interested parties on official recorded documents; assists in the processing and filing of documents;
- Provides confidential, administrative, technical, and secretarial support services to General Manger, Board of Directors and other staff; provides District-wide general support services such as public information, document preparation, and communications;
- Conference scheduling and travel arrangements for General Manager, Board of Directors and staff;
- Special projects as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment, and ability to transcribe from dictation machine; English usage, spelling, grammar, and punctuation; comprehensive filing and indexing systems; computer programs: Word, Excel, calendar, Outlook, internet.

Ability to coordinate the business and record keeping functions of the Board of Directors; perform difficult, responsible and confidential secretarial and office support work and effectively relieve the General Manager of routine administrative detail; perform difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a typewriter or personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal knowledgeable and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

EDUCATION AND/OR EXPERIENCE: Any combination of training and experience, which would provide the required knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

Education: High School diploma and/or equivalent.

Four years of extensive and increasingly responsible public agency secretarial experience, and extensive public contact.

Education: AA degree or business school coursework preferably in office support and business management is highly desirable.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment. Obtain appointment as a Notary Public for the State of California within six months of appointment to the position.

Appointment to this position are made in accordance with Chapter 2, Section 2 of the District Code.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics 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.

The noise level in the work environment is usually quiet.