

Menlo Park Fire Protection District

CLERK OF THE BOARD

(Non-safety, part-time, non-exempt, contract, unrepresented confidential, non-benefited position)
Class Description

DEFINITION

Under general supervision, provides responsible and complex administrative support to the Board of Directors, Director of Administrative Services, and/or Fire Chief, including records management, election management, and public information and filing officer services; validates official documents when necessary; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and with State and local intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Administrative Services. No direct supervision of staff is exercised. May provide technical and functional supervision to administrative and office support staff.

CLASS CHARACTERISTICS

This is single-position class responsible for providing complex administrative support the Director of Administrative Services and Board of Directors in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and District functions and activities, including the role of an elected Board of Directors. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and performing diverse, specialized, and complex work involving accountability and decision-making responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

1. Serves as the Clerk of the Board of the Board of Directors; attends meetings and records all official proceedings; prepares public notifications, agendas, minutes, and other documents; oversees the publication, filing, indexing and safekeeping of all proceedings of the Board of Directors; follows-up to ensure the proper execution of Board documents.
2. Provides administrative support to the Director of Administrative Services by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the Director of Administrative Services and other staff and the public, coordinating resolutions and following up with staff when appropriate.
3. Maintains the official records and documents of the Board and ensures they are received and stored in good order, including resolutions, ordinances, contracts, deeds, and minutes; assists in the maintenance of a records retention schedule covering all District records based on local and state legal requirements and other codes.
4. Develops and participates in the operations of the District-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for District records; develops and updates records retention policies and procedures; researches District documents, historical information, and other information as needed.

5. Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the District is upheld.
6. Plans and conducts board elections; ensures conformance with the Political Reform Act and government codes; coordinates elections with the San Mateo Elections Department; administers and files oaths of office.
7. Certifies ordinances, resolutions, agreements, and other documents.
8. Coordinates and maintains multiple calendars and schedules meetings and appointments for the Director of Administrative Services and Board of Directors; makes travel arrangements as required.
9. Acts as public information officer for District Board meeting questions and special events; coordinates development and publishing of the District newsletter.
10. Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of department and District policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source as appropriate; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.
11. Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, invitations, graphic materials, and specialized documents for the Director of Administrative Services and other management and department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
12. Assists in planning, organizing, and coordinating District-sponsored events and various meetings.
13. Participates on committees and attends meetings and trainings as assigned.
14. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
15. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
16. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures, including Public Records Act, the Freedom of Information Act, and the Brown Act, and election laws and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment, and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Coordinate public agency elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the District.
- Prepare official minutes, resolutions, and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate of Arts degree in public or business administration and three (3) years of increasingly responsible office administrative experience, preferably in a public agency. A Bachelor's degree is preferred. Experience as a City Clerk, Deputy City Clerk, or in direct support of a Board of Directors is preferred.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.
- Possession of, or ability to obtain, a Notary Public certification.
- Municipal Clerk Certification desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Approved: January 2008

Clerk of the Board

Page 3 of 4

Revised Date: June 2013
Former Titles: Administrative Supervisor
Abolished:
Bargaining Unit: Unrepresented Confidential
ADA Review:
DOT:
Physical: Class
Status: Non-exempt
EEOC Category:
Job Code:
Resolution #: 1658-2013
Resolution Date: August 20, 2013