

# San Luis Obispo County Integrated Waste Management Authority

## Clerk of the Board

**Salary:** \$72,758.40 – 88,438.29 annually; \$34.98 – 42.52 hourly

### **DEFINITION:**

Under general supervision, perform a wide variety of clerical, administrative, and technical office support for Integrated Waste Management to provide support and follow-up to various boards and committees on a variety of matters; provide Executive Assistant support to the Executive Director and Deputy Director; organize office operations; and perform other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Clerk of the Board is expected to have specific knowledge of the functions, policies and procedures of all board/committee related activities. Incumbents in this position apply substantial initiative and independent judgment and action in the support of the boards and committees they support. In addition, the incumbent will serve as a technical subject matter expert for other staff. Assists in the development and implementation of policies and procedures. Successful performance requires a high degree of initiative, independent judgement, tact, and discretion in dealing with elected officials, staff at all levels, representatives from outside organizations, and the public.

### **REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Prepare and manage agendas, minutes, ordinances, resolutions, records, and communications of IWMA; ensures compliance with Brown Act, Civil Codes, and publication requirements.
- Review supporting documents for agenda items; screen for discrepancies; ensure materials are relevant and appropriately processed in accordance with legal requirements and IWMA procedures.
- Prepare and distribute meeting materials for various board and committee meetings.
- Record and prepare minutes, including recording the essential content of discussion, motions and votes, transcribing notes and checking draft copies of minutes for appropriate grammar, technical terminology, spelling and sentence structure.
- Prepare resolutions and staff reports, as necessary.
- Interface with general counsel regarding meeting legal requirements including for public noticing and the Brown Act.
- Take appropriate follow-up action on board and committee decisions including, but not limited to notifying interested parties on specific items, securing required signatures, and finalizing documents for official filing.
- Provide support for board/committee members and staff on logistical details for meetings, presentations, and events, including all meeting and event coordination (i.e. location, room reservations, amenities, and materials).
- Provide direct support for Director on administrative tasks as needed
- Keeps informed of new legislation and regulations affecting the duties of the Clerk of the Board and recommends procedural changes when necessary to comply with mandated changes.
- Coordinates and administers Statement of Economic Interest (Form 700) filings and Biennial Conflict of Interest Codes process; ensures that staff are provided timely notification and instructions; updates associated systems as needed.
- Receives visitors and clients, answers phone calls; determines how incoming calls should be routed; directs people to appropriate offices, or clients to proper information sources; answers routine questions; explains routine procedures or processes.
- Review and approve request forms for waste processing and direct customer to appropriate facility.

- Maintain spreadsheets for tracking of various information; compile and edit information for reports, statements, and records.
- Perform computations for fines, bills, vouchers, and claims; may post and balance source documents to journals and ledgers.
- Receives, opens, and routes mail and other correspondence.
- Research rules, practices, and procedures of other cities, counties, etc.; compile and organize information.
- Establishes and maintains a variety of complex files and records.
- Performs other related duties as required.

#### **EMPLOYMENT STANDARDS:**

##### Knowledge of:

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and policies and procedures relevant to assigned areas of responsibility, including but not limited to the Public Records Request Act, the Brown Act, and Fair Political Practices Commission.
- Services, programs, and functions of appointed and elected commissions and boards.
- The functions, timetables, workload, and priority of the board or committee members served.
- Legal terminology, forms, procedures, and rules governing the operation of public commissions and boards and public meetings.
- Clerking procedures and standards.
- Modern technology, systems, and software designed to assist in the computerized management of information.
- Professional standards for verbal and written communication.
- Interpersonal skills using tact, patience, and courtesy.
- General office procedures, practices, equipment and filing systems.
- Basic mathematics including fractions and percentages.
- Basic personal computer usage and common software, including word processing, spreadsheet, calendar, and email.

##### Ability to:

- Type at a speed of at least 45 wpm.
- Learn, interpret, and explain rules, regulations, and policies.
- Identify and secure confidential, highly sensitive records, and written or verbally communicated information, and record such information accurately.
- Plan, coordinate, and facilitate public events.
- Prepare minutes of public commission or board meetings that summarize motions presented and actions taken that comply with the Brown Act.
- Coordinate the submittal of a variety of information such as resolutions and reports to be heard by a commission, board, or the Board of Supervisors.
- Select, understand, explain, and apply regulations, rules, procedures, related to a variety of administrative support and operational work functions as they relate to independent commission or board operations and activities.
- Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required.
- Navigate politically sensitive topics and emotionally charged matters.
- Exercise discretion and good judgment in coordinating and performing work assigned.
- Communicate effectively both verbally and in writing in a manner that is appropriate for the audience.
- Develop and maintain effective working relationships with members of boards or committees, public officials, staff, media, representatives of community agencies, and the public.
- Safeguard sensitive and controversial materials or contents of closed or sealed meetings.
- Organize, prioritize, and schedule workloads to meet strict deadlines.

- Analyze problems, identify, recommend, and implement alternative solutions.

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience which could provide the required knowledge and abilities listed.

Typically, this would include:

Four (4) years increasingly responsible clerical and administrative experience, including two years of experience organizing meetings and recording and processing meeting minutes, resolutions, and ordinances, interacting with the public, and working with representatives of various levels from other agencies or organizations.

**LICENSES AND CERTIFICATES:**

Certified Clerk of the Board (CCB) or Certified City Clerk (CCC) certification is desirable.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

**SPECIAL SUBCLASS RECRUITMENT:**

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process.

To apply, please send resume to [jlane@iwma.com](mailto:jlane@iwma.com) and include "Clerk of the Board" in the subject of your email.