

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATIONS FOR SECRETARY TO THE BOARD

DEFINITION:

Under the general direction of the General Manager and the Board of Directors of the Midway Heights County Water District (MHCWD), the Secretary to the Board performs a wide variety of administrative, clerical, and record keeping functions.

STATEMENT OF DUTIES:

Under the general direction of the Board:

- Prepares for, and attends, MHCWD regular monthly meetings and any special meetings.
- Prepares and maintains the Board agenda notices and minutes in accordance with District Code: Minutes, Record of Vote.
- Gives notice of meetings and hearings as required by law and in accordance with District Code: Agenda for Board meetings.
- Uploads Agenda and Minutes onto District website.
- Attests to the signature of the President on resolutions and contracts.
- Certifies District documents are true and correct copies.
- Maintains files for all election-related paperwork.
- Ensures Directors complete all mandatory training.
- Performs related duties as assigned by the Board of Directors.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Correct English usage, spelling, grammar and punctuation.
- Technical report writing.
- Computer systems and software applications related to Board of Directors support, administrative functions, (MS Word, Excel)

Ability to:

- Organize data, maintain records, and prepare reports.
- Utilize computer systems and software packages.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.

Typical Physical Demands:

- Ability to work in a computer workstation for up to 8 hours a day. Ability to lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Ability to drive a vehicle and travel in the performance of job duties.
- Ability to communicate orally with District management, board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Effectively use standard office equipment.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is as follows:*

Experience: Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

Education: Completion of an Associate of Arts Degree from an accredited college or university in Public Administration, Business Administration, Accounting, or a closely related field.

LICENSE OR CERTIFICATE:

Possession and maintenance of a valid California driver's license and acceptable driving record.

WORK HOURS AND SALARY:

Hours: 20 hours/month – Hybrid Work Environment

Salary range: \$26.99-\$36.34/hour, commensurate with experience