
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Board Secretary/Clerk

POLICY NUMBER: 2913

2913.1 General Job Description

Under the direction of the General Manager and with a minimum of supervision, acts as administrative and secretarial support to the Board of Directors.

2913.1.1 The Board Secretary/Clerk prepares board agenda, coordinates materials for distribution, and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; maintains files on official actions of the Board.

2913.1.2 The Board Secretary/Clerk maintains knowledge of legal requirements related to Board management; posts all notices as required by law and ensures Board compliance with the Brown Act; receives and retains statements of economic interest in accordance to the law; acts as custodian for all records and provides an up-to-date reference and audit trail for compliance with financial, legal, and/or administrative requirements.

2913.1.3 The Board Secretary/Clerk accepts correspondence on behalf of the Board; coordinates information between the Board and General Manager, responds to calls and concerns from organizations, employees, and the general public regarding Board matters for the purpose of resolving problems, referring to appropriate personnel and/or providing information.

2913.2 Prerequisite Qualifications

2913.2.1 Associate of Arts degree (AA) with course work in business, public administration or related field.

2913.2.2 Four years of increasingly responsible clerical and secretarial experience, including at least one year supervisory experience.

2913.2.3 Advanced working knowledge of Microsoft Office or other applicable applications.

2913.2.4 Valid California driver's license and satisfactory driving record.

2913.3 Desirable Qualifications

2913.3.1 Knowledge of district operations and philosophy; understanding of the Government Code and other legal references as they relate to the duties of the Board Secretary and the responsibilities of the Board.

2913.3.2 Knowledge of modern office methods, practices and equipment; and techniques of business letter and report writing. Ability to work with detailed information and perform complex recording and transcribing duties independently, quickly and accurately. Knowledge of correct English grammar, spelling, and punctuation. Understanding of principles of records management.

2913.3.3 Ability to adapt to changing work priorities; meet deadlines and schedules; work irregular hours.

2913.3.4 Ability to facilitate communications between the Board, staff and community; maintain confidentiality; demonstrate tact and diplomacy; become a primary source of reference for assigned areas of responsibility.

2913.3.4 Knowledge of *Roberts Rules of Order* and parliamentary procedure.

2913.3.5 Bachelor of Arts degree (BA) in business, public administration or a related field.