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| POSITION       | BOARD CLERK/ADMINISTRATIVE COORDINATOR  |
| SALARY GRADE   | 113   |
| CLASSIFICATION | Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA). |
| DATE           | November 13, 2018   |

#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast-paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Administrative Services Department is responsible for the business and personnel functions of the District and for supporting other Departments in fulfilling their goals and the District mission. Administrative Services:

- Is responsible for administration of District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District Records, including resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates and conducts Board and committee meetings;
- Maintains and coordinates review of District policies with District Counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;
- Provides support to the Board of Directors; and
- Oversees procurements, contracts, and agreements.

#### ABOUT THE POSITION

##### SUMMARY/OBJECTIVE

The Board Clerk/Administrative Coordinator position answers directly to the Deputy Executive Director and is responsible for general support to District management, staff,

Board of Directors and public meetings while adhering to all Brown Act requirements; assists with all accounting, record keeping, financial reports, including year-end procedures and related regulatory/GASB requirements; computer support activities; meeting all required deadlines for regulatory, financial, and staff related activities; and oversees the activities of the Office Assistant and Part-time Bookkeeper. This position requires occasional Saturday work.

This position must remain current on accounting practices, payroll, employee benefits, and other financial rule changes as this position is responsible for accounting and record keeping.

#### ESSENTIAL FUNCTIONS

- Coordinates scheduling, notices, and conduct of Board and committee meetings; coordinates and participates in preparation of agenda and agenda packets for Board and committee meetings; prepares Board and committee minutes; supervises and participates in maintenance of Board records and dissemination and processing of all actions including minutes, ordinances, resolutions, agreements, and deeds; ensures assigning and tracking of Board and committee follow up items.
- Prepares memoranda, correspondence, meeting materials, presentations, and other documents and reports, including those of confidential nature; ensures materials, contracts, and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures.
- Drafts and arranges for the legal publication of notices, postings, ordinances and public hearings.
- Tracks and ensures compliance with local, state and federal laws pertaining to public records, Board meetings, ethics, and Board elections.
- Organizes and maintains files in compliance with applicable governmental laws and regulations.
- Prepares and submits payroll and processing of payroll and benefits related payments.
- Prepares budgets, month-end financial reports, end of year financial reports, detail analysis, and reports for fiscal year-end audit; gathers, summarizes and prepares data for key financial reports, budgets, forecasts, etc.
- Ensures District signatory authorities are updated as necessary and in compliance with District policy.
- Maintains and updates audio-visual, phone systems and office equipment, places service calls and monitors service agreements.
- Conducts research, assembles, analyzes and compiles data to prepare reports and documents.
- Maintains/updates office and employee records.
- Maintains all asset records.
- Coordinates front desk coverage and provides backup assistance when Office Assistant is out.
- Performs special projects; researches and assembles information from multiple sources for inclusion in reports and other work products.
- Performs other duties as required.

## COMPETENCIES

### *Knowledge and Experience*

- Expertise/proficiency in QuickBooks Pro (version 2012 or higher) required.
- Expertise in Microsoft Office products.
- Knowledge of Adobe Creative Cloud products.
- Minimum of 5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency.
- Experience in governmental accounting regulations and Brown Act requirements desired, but not required.
- General knowledge of human resources and risk management, accounting processes and principles, Board governance and ethics, and local government regulations.
- Knowledge of District policies, procedures, and related legal requirements.

### *Skills*

- Strong interpersonal, collaborative, organizational, time management, and problem-solving skills.
- Basic math skills.
- Exceptionally detailed-oriented, with superb organizational skills.
- Strong customer service skills.

### *Abilities*

- Operate standard office equipment (copier, fax, printers, computers) and Board room audio-video equipment.
- Gather data, compile information and prepare reports.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, the public, vendors.
- Retrieve financial data in QuickBooks to prepare reports.
- Communicate effectively, both orally and in written form, with proper English usage.
- Gather data, compile information, and prepare reports.
- Maintain confidentiality.

## SUPERVISION

- Reports to: Deputy Executive Director
- Supervises: Office Assistant and Part-time Bookkeeper

## POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional Saturday work.

## EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. A Bachelor's Degree from an accredited college or university, or a certificate in accounting is desirable, but not required.
- Minimum of 5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency.
- Experience in governmental accounting regulations and Brown Act requirements desired, but not required.

#### WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with District staff and general public.

#### PHYSICAL DEMANDS

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, books, boxes, and office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regular use of telephone for communication.
- Use of office equipment such as computers, copiers, and fax machines.
- Sitting for extended time periods.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Strong computer skills using Microsoft products.

#### OTHER DUTIES

- Some limited local driving is involved.
- Performs other duties as assigned.