

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
invites applications for the position of:
Executive Assistant/Clerk of the Board

SALARY: \$26.24 - \$31.19 Hourly

\$2,099.20 - \$2,495.20 Biweekly

\$4,548.27 - \$5,406.27 Monthly

OPENING DATE: 04/17/19

CLOSING DATE: 05/17/19 11:59 PM

DESCRIPTION:

Open Until Filled

First Application Review Period May 17, 2019

Enjoy an intriguing, fast-paced job that challenges you while working toward contributing and making a difference in the community? El Dorado Hills Community Services District (District) is seeking an organized, detail-oriented professional to support the General Manager and District's Board of Directors.

Located just east of Sacramento, California the District serves a large, developed suburban population of approximately 45,000. The District's tagline is Your Place To Play, but we do so much more than dedicating ourselves to ensuring every activity is safe, fun and customer-focused. We also provide for waste/refuse collection, telecommunications (both done through franchise agreements), and perform CC&R enforcement. With the District being situated entirely in the unincorporated area of El Dorado County, and because of all the quality of life factors the District provides, we're proud to consider the District as the Heart of El Dorado Hills. A key element of the District's culture is open communication, and to recognize this it was awarded the District Transparency Certificate of Excellence for 2018 - 2020 by the Special District Leadership Foundation.

The Executive Assistant/Clerk of the Board reports to the General Manager – assisting in various ways to pursue the District's Mission; however, is also a key point of contact for District Board members and Leadership staff. The incumbent is expected to provide exceptional support to the District's Board and Staff in preparations and delivery of public meetings, which are often held after regular business hours.

The successful candidate will have a proven ability to interact with executive leadership, elected officials, and the general public, with tact, respect and a sufficient political acumen, while maintaining strict confidentiality. All candidates with these qualities and those with exceptional knowledge, skills and abilities found in the job description, should apply.

Under direction, provides administrative and secretarial support to the General Manager, Board of Directors and District committees; serves as the District's Clerk of the Board with responsibility for preparing and distributing Board related documentation; provides administrative support to the District's human resources programs; and performs related duties as

required. Receives direction from the General Manager. May exercise direct and indirect supervision over assigned staff, contract employees and volunteers.

The Executive Assistant/Clerk of the Board is a single incumbent classification providing administrative and secretarial support to the General Manager, Board of Directors and other District committees.

This classification is distinguished from Administrative Assistant I/II and similar classifications within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.

Under direction, provides administrative and secretarial support to the General Manager, Board of Directors and District committees; serves as the District's Clerk of the Board with responsibility for preparing and distributing Board related documentation; provides administrative support to the District's human resources programs; and performs related duties as required. Receives direction from the General Manager. May exercise direct and indirect supervision over assigned staff, contract employees and volunteers.

EXAMPLES OF DUTIES:

Accepts responsibility for providing administrative and secretarial support to the General Manager; screens telephone calls, emails, or other written communications; provides the requested information or redirects the request appropriately; schedules appointments, and maintains appointment calendars; ensures confidentiality of all documents within the office of the General Manager.

Provides administrative and secretarial support to the Board of Directors; maintains calendars; makes travel arrangements.

Serves as the District's Clerk of the Board; coordinates the swearing in ceremonies for new Board members; working with appropriate parties, compiles and prepares the Board agenda; prepares meeting notices in compliance with mandated requirements; distributes agendas to Board members; ensures the Board meeting room is properly set up and prepared; attends Board meetings and records the items before the Board; prepares meeting minutes; serves in a similar capacity to other District Committees and Boards.

Maintains the official minutes of all Board and committee proceedings, records, ordinances, resolutions, contracts, and other official District documents and public records; attests, publishes, posts, indexes, and files ordinances and other District public records; maintains public access to all District public records as appropriate; maintains, tracks and disseminates District policies and procedures.

Replies to inquiries requiring judgment, initiative and interpretation of policies, procedures, practices, code and laws.

Researches and assembles information; verifies that information or data is complete, and accurate.

Performs other duties as required.

TYPICAL QUALIFICATION:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to completion of the twelfth (12th) grade supplemented by specialized business or secretarial related training or college coursework and five (5) years of increasingly responsible administrative and secretarial experience of which two (2) years providing support to a public board, council or commission and preparing public meeting agendas.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C driver's license.
- Possession of, or ability to obtain, State of California Public Notary certification within 6 months of date of appointment.
- Possession of, or ability to obtain, Certified Municipal Clerk (CMC) certification within 6 months of date of appointment.

Knowledge of:

- Business and administrative practices.
- Role, purpose and authority of governing boards.
- Rules and regulations governing the conduct of public meetings.
- Rules and regulations governing public access to agency documents.
- Principles and practices of public board agenda and meeting packet preparation, content and distribution.
- Principles and practices of records management.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Principles and practices of customer service.
- Principles, practices, and techniques of human resources in a public agency setting, as it relates to recruitment and selection including the interpretation of laws, regulations, policies, and procedures
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

Ability to:

- Perform highly confidential administrative and secretarial support to District executives, Board members and committees.
- Interpret and apply District policies, procedures and regulations as it relates to assigned responsibilities.
- Prepare a diverse range of documents such as Board agendas, meeting minutes, resolutions and related materials.
- Compile and maintain complex, extensive and confidential materials.
- Plan, organize, and carry out assignments from management staff with minimal direction.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities, and meet critical time deadlines.
- Exercise good judgment and make sound decisions in accordance with established procedures and policies.
- Maintain confidentiality of sensitive information.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.edhcsd.org>

1021 Harvard Way

El Dorado Hills, CA 95762

916-933-6624

humanresources@edhcsd.org

Position #2019-00036