



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

EXECUTIVE ASSISTANT/BOARD CLERK

Job Description

DEFINITION

Under Executive direction, performs varied, complex, and confidential administrative, secretarial, and office support tasks in support of the Air Pollution Control Officer (APCO) and his/her management staff; serves as the Clerk to the District Board, Hearing Board, and Board Committees; serves as the Fair Political Practices Commission Filing Official; performs work on special projects and other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The **Executive Assistant/Board Clerk** receives direct supervision from the Air Pollution Control Officer (APCO). May work collaboratively with administrative staff to complete projects as directed by the APCO,

CLASS CHARACTERISTICS

This position is confidential and has responsibility for the administration of the Clerk of the Board's function and for providing complex administrative assistance to the APCO, Board of Directors, and District committees and requires frequent use of tact, discretion, independent judgment, knowledge of District activities, policies and procedures, and the ability to conduct independent projects. Responsible for all day-to-day activities of the Clerk of the Board and Clerk of the Hearing Board. This class is differentiated from other administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of District functions and by the direct support this position provides to the APCO, management staff, and policymaking bodies.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.

- Acts as Clerk of the Board for Board of Directors meetings; drafts Board and Committee agendas; coordinates preparation of agenda materials; prepares agenda packets; posts agendas at meeting location and on website in accordance with the Ralph M. Brown Act; distributes agenda packet materials and creates hardcopies; attends Board meetings and electronically records meetings; finalizes resolutions; prepares actions and motions into minutes or approval at next meeting; drafts agendas and coordinates preparation of agenda materials; prepares agenda packets; posts agendas at the meeting location and on the website in accordance with the Ralph M. Brown Act; distributes agenda packet materials and creates hardcopies; attends Board committee meetings and electronically records meetings; prepares actions and motions into minutes for approval at next meeting.
- Acts as Clerk of the Board for the District Hearing Board; receives applications for permit variances; drafts agendas; coordinates preparation of agenda materials; prepares agenda packets; posts agendas at the meeting location and on the website in accordance with the Ralph M. Brown Act; distributes agenda packet materials and creates hardcopies; attends Hearing Board Meetings and electronically records meetings; prepares actions and motions; sends orders granted at meetings to Hearing Board Chairperson for signature; notifies by email affected petitioners, state, and federal agencies, Hearing Board members, and legal counsel; and maintains records of pending and completed business.
- Provides direct and confidential secretarial support to the APCO with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; receives visitors and answers phones to support the District, upon the request of the Executive Director/APCO; maintains calendar and schedules appointments with public officials, industry representatives, other public agencies and staff; makes travel and meeting arrangements.
- Acts as Granicus Administrator for all Board, Hearing Board, and Board Committee items.
- Serves as the District's Fair Political Practices Commission (FPPC) Filing Official; maintains and prepares the District's Conflict of Interest Statements; disseminates forms and information to Board members, Hearing Board members, and designated staff regarding conflict of interest; checks signatures for accuracy and forwards information to FPPC by required deadlines; maintains copies of all filings as the District's official records.

- Purchases various supplies for District, Board, and committee meetings; coordinates travel, training, professional memberships, and subscriptions as necessary.
- Oversees the District records management function; maintains an up-to-date file index and system for archived files; coordinates with all District divisions to ensure the records retention schedule is followed and records scheduled for disposal are done appropriately.
- Prepares correspondence from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; prepares complex reports, documents, or other materials, or compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.
- Responds to inquiries from the public and District employees; provides explanation of District procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.
- Maintains the record of and retrieves archived Board and Hearing Board documents; sorts, files, and processes a variety of documents; maintains a log of staff offices and keys; performs a variety of administrative tasks including data entry, proofreading, filing, editing, and copying a variety of materials; operates office machines, including computer terminals, typewriters, and calculators.
- Establishes positive working relationships with representatives from outside organizations, State/local agencies and associations, District management and staff, Board and committee members, and the public in general.
- Reviews work for completeness, accuracy, and compliance with operating procedures.
- Conducts special projects and/or programs as directed by the APCO.
- Interprets and explains District policies, rules, and regulations in response to inquiries; and confers with representatives of other agencies, as well as business representatives from private industry.
- Reviews documents for administrative and technical completeness.
- Tracks and informs the Executive Director and management of required performance reviews.
- Tracks and informs the Executive Director and management of required training and certificates, including but not limited to CPR, Vector Solutions, CAL OSHA, AB 1234 Ethics, and AB 1661 Sexual Harassment.
- Assists in the APCO evaluation process.
- Works in collaboration with Engineering Manager to recruit for interns and maintain UEI for interns and maintain and update contracts as needed for this program.
- Processes Worker's Compensation claims as needed
- Manages the facility alarm system and manages its user profiles
- Manages the inventory and ordering of office supplies
- Schedules maintenance of vehicles, manages annual vehicle reporting smog certifications, and CNG inspections
- Schedules maintenance of office equipment
- Schedules facility maintenance
- Manages travel arrangements for District business
- Collaborates with ASM on general surplus of District property.
- Prepares ALL STAFF meeting agendas
- Organizes Employee Wellness Program (ex. annual flu shots)
- Prepares office closure notices and Board memos
- Maintains Business License with the City of Davis
- Processes legal claims against the District and distributes them to YCPARMIA and District Counsel as needed
- Maintains annual fire department inspections and vehicle fire extinguisher servicing.
- Notifies District Counsel, Executive Director/APCO, Deputy APCO and ASM of all legal notices, such as Bankruptcies, Liens, and claims and distributes to YCPARMIA as needed.
- Prepares narrative/statistical work production reports
- Assist the Safety Manager with the safety program and Safety Committee Reports and Evacuation Plans.
- Notifies the Board Chair of APCO claims greater than \$100
- Manages fuel card program
- Processes complaints in support of the Compliance Division as needed
- Update Board website pages
- Performs related duties and responsibilities as required and/or assigned.

QUALIFICATION GUIDELINES

Education and/or 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:

- High school diploma or General Education Development (GED), supplemented by three (3) years of full-time work experience, including two (2) years in a lead capacity, which demonstrates possession of and competency in the

required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Considerable knowledge of rules and regulations governing board clerk activities including the Ralph M. Brown Act, AB 1234 Ethics training, AB 1661 Sexual Harassment training, and Fair Political Practice Commission requirements; variance hearings and procedures; methods, practices, and terminology used in accounting and statistical work; basic arithmetic; automated and manual filing systems; software applications; office equipment operation; business correspondence; record-keeping; correct English usage and terminology used in the area of work assigned; customer service techniques; document preparation, administrative procedures affecting inventory, purchasing, and accounting; Executive Director/APCO performance evaluations procedures.

Ability to work independently; plan and organize own work; perform work accurately; follow personnel rules and procedures, maintain confidentiality; operate modern office equipment; understand and follow oral and written instructions; prioritize variable workloads; establish and maintain working relationships with staff and public; exercise sound independent judgment within established policy guidelines; use of computer software applications including database, imaging, accounting systems, and spreadsheet programs; and recognize and respect the limit of authority and responsibility.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Work is performed in an office setting. Must be able to perform essential functions of the job. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Position requires grasping, repetitive hand-eye coordination, and fine manipulation skills to prepare reports and data using a keyboard, computer mouse, and office machinery. This position also requires the occasional need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds. Travel by vehicle is required. Air travel may be required for training and/or conferences.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

SPECIAL REQUIREMENTS

- This position must possess a valid California Class C Driver's License.
- Safety training as required by the District.
- Accurately record motions and votes during meetings; multitask with high efficiency; operate a computer and a variety of software applications; operate standard office equipment, including keyboarding at 50 WPM.

FLSA Status: Non-Exempt – Confidential

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