YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ADMINISTRATIVE OPERATIONS COORDINATOR & BOARD CLERK

Department: Administration **Reports To:** Administrative Services Manager **FLSA Status:** Non-Exempt

Employment Group: Confidential – Unrepresented / Regular Full-Time **Approved/Revised:** 02/2019

DEFINITION

Under general direction, serves as the Clerk of the Board and Hearing Board Clerk; provides administrative support to the Board of Directors and the Executive Director/Air Pollution Control Officer; plans, organizes, and leads the activities of an administrative technical unit; performs confidential work including in the area of employer-employee relations; perform accounting functions; maintain financial records; assist in the coordination of personnel and benefits functions of the District; administer payroll and benefits processes, oversee office management duties; perform work on special projects; assist the Administrative Services Manager in the planning and organization of various technical and administrative activities of the District, and other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The **Administrative Operations Coordinator/Board Clerk** receives general supervision from a supervisor or manager. Provides functional and technical direction to administrative and technical support groups and to others assisting the Administration Division in administrative and/or technical-related projects.

CLASS CHARACTERISTICS

This confidential position oversees the work of a unit engaged in performing a variety of general administrative and/or technical functions in support of all District divisions and is responsible for office management.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Serve as Clerk to the Board of Directors; prepare agendas; record minutes of board meetings; process minute orders and resolutions; schedule Board committee meetings and appointments; arrange for publication and posting of public and closed hearing notices; maintain board documents as required by the records retention policy or by state law; and provide administrative support as required by the Board.
- Serve as Hearing Board Clerk; prepare agendas; record minutes of Hearing Board meetings, including oversight of variance petitions; schedule meetings between the Hearing Board, staff, counsel, and petitioner; arrange for publication and posting of notices for variance hearings.
- Provide administrative support to the Executive Director/Air Pollution Control Officer.
- Serve as the District's Filing Official for Fair Political Practices Commission filings.
- Provide direction, technical guidance, and training to subordinates.
- Assist in the assignment of work for subordinates; prioritize and monitor the workflow of subordinates.
- Review work for completeness, accuracy, and compliance with operating procedures.
- Receive and resolve routine personnel matters and make recommendations to superiors.
- Conduct routine unit meetings to discuss rules and procedures and workflow; serve as lead on special projects and/or programs.
- Encourage cooperation and teamwork among staff.
- Develop and implement operational programs that require the use of independent judgment.
- Interpret and explain District policies, rules, and regulations in response to inquiries; and confer with representatives of other agencies and business representatives from private industry.
- Review documents for administrative and technical completeness.
- Review, verify, and perform data entry for specified programs.

- Review timecards and approve time sheets and absence requests in the absence of management.
- Assist the Administrative Services Manager in the evaluation of subordinates' evaluations.
- Provide accounting support, including accounts receivable and accounts payable, which includes invoicing, assigning account codes to receivables and payables; preparing and approving claims, processing and printing vendor checks and journal entries; preparing and/or approving deposits; performing monthly bank reconciliation, and reconciling general ledger statements.
- Monitor cash flow in the outside bank account to ensure funding for payroll-related costs; prepare bank account transfers for appropriate fund splits to cover payroll-related costs; monitor credit card transfers to bank account and reconcile credit card payments to the appropriate bank account; provide support to the Administrative Services Manager regarding monthly financial reports to management and/or the Board of Directors.
- Provide support of personnel and benefits functions, including processing personnel action and benefit forms and entering the data into the District's pension, health benefits, and payroll system; processing payroll; reviewing and maintaining leave and compensation reports for accuracy; coordinating scheduling of job interviews, pre-employment physicals, and fingerprinting appointments; scheduling other medical appointments, including workers' compensation appointments; responsible for distribution and advertising of job announcements; process workers' compensation claim forms.
- Provide support with employer-employee relations, employee grievances, and disciplinary matters.
- Assist with internal and external audits, providing sample documentation and general assistance as required by the Administrative Services Manager.
- Assist as the District's personnel administrator regarding personnel records, policies and procedures, recruitment and selection, and assist managers on personnel matters as required.
- Oversee the inventory and ordering of office supplies; schedule maintenance of vehicles and office equipment; coordinate facility maintenance and travel arrangements for District business; prepare purchase orders, oversee vehicle auction processes, and oversee annual vehicle reporting requirements (CNG and smog)
- Perform and/or assist with the more complex and unique tasks of the District's administrative and technical functions, including error research and correction, balance reports, and correct problems with automated systems and/or equipment; deal with situations potentially upsetting to staff and/or the public; and perform quality control activities.
- Prepare narrative/statistical work production reports.
- May perform the work of subordinates if needed.
- Maintain check and cash control in a locked environment.
- Compile, compose, proofread, and edit routine reports, correspondence, forms, minutes, notes, and budget and statistical documents.
- Maintain filing and information storage systems; coordinate and update the record retention schedule.
- Perform related duties and responsibilities as required and/or assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be:

- High school diploma or General Educational 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 Brown Act, AB 1234 ethics training, and Fair Political Practice Commission requirements; variance hearings and procedures; methods, practices, and terminology used in accounting and statistical work; basic arithmetic; general principles and practices of personnel record keeping; general terminology used in personnel work; 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, accounting, and personnel/payroll; performance evaluations procedures, and workplace investigations.

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; supervise and review the work of subordinates; 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 limits of authority and responsibility.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Must be able to perform the essential functions of the job. Daily activities involve prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping. The position also requires hand-eye coordination and fine motor skills to prepare reports and data using a computer keyboard, mouse, and other office equipment. Occasional lifting, dragging, or pushing of files, computer reports, or other materials up to 25 pounds is required. Travel by vehicle and air is necessary.

At times, the public may disagree with regulatory agency requirements and be difficult to work with. This position must handle such situations with diplomacy and tact.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.