



ADMINISTRATIVE OPERATIONS COORDINATOR BOARD CLERK

DEFINITION

Under general direction, serves as the Clerk of the Board and Hearing Board Clerk; provide administrative support to the Board of Directors and the Executive Director/Air Pollution Control Officer; plan, organize and lead the activities of an administrative technical unit; perform confidential work including in the area of employer-employee relations; perform accounting functions; maintain financial records; assist in the coordination of personnel and benefit functions of the District; 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 group and to others assisting the Administration Division in administrative and/or technical related projects.

CLASS CHARACTERISTICS

This position is a confidential position and has the responsibility to oversee the work of a unit engaged in the performance of a variety of general administrative and/or technical functions in support of all District divisions, and has responsibility for office management.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of 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 and transcribe 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 and transcribe 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 Fair Political Practice Filing Official.
- Provide direction, technical guidance, and training to subordinates.
- Assist in the assignment of work for subordinates; prioritize and monitor work flow of subordinates.
- Review work for completeness, accuracy and compliance with operating procedures.
- Receive and resolve routine personnel matters and make recommendation to superiors.
- Conduct routine unit meetings to discuss rules and procedures and work flow; 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 regulation in response to inquiries; and confer with representatives of other agencies, as well as business representatives from private industry.
- Review documents for administrative and technical completeness.



- Review, verify and perform data entry for specified programs.
- Review and approve time sheets and absence requests of subordinates in the absence of the Administrative Services Manager.
- Assist the Administrative Services Manager in the evaluation of subordinate's evaluations.
- Provide accounting support including accounts receivable and accounts payable, which includes invoicing, assigning account codes to receivables and payables, preparing claims, internal billings and journal entries; preparing and/or approving deposits; and reconciling general ledger statements.
- Monitor cash flow in outside bank account to ensure funding for payroll related costs; prepares ACH transfers in and out of bank to cover payroll related costs; monitors credit card transfers to bank account and prepares monthly credit card transfers to general ledger system; monitors on-line bill pay system; and reconciles monthly bank statements.
- Provide support to the Administrative Services Manager in relation to monthly financial reports to management and/or Board of Directors.
- Provide support of personnel and benefit functions including processing personnel action and benefit forms and entering the data into the District's pension, health benefits and payroll system; processing payroll; review and maintain leave and compensation reports for accuracy; coordinate scheduling of job interviews, pre-employment physicals and fingerprinting appointments; schedule other medical appointments, including workers compensation appointments; responsible for distribution and advertising of job announcements; process workers compensation claim forms.
- May provide support with employer-employee relations, employee grievances, and disciplinary matters.
- Oversee the inventory and ordering of office supplies; schedule maintenance of vehicles and office equipment; coordination of facility maintenance and travel arrangements for District business; prepare purchase orders.
- Perform and/or assist with the more difficult and unique tasks of the administrative and technical functions of the District including error research and correction, balance reports, correct problems with automated systems and/or equipment; deal with situations of a potentially upsetting nature 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 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 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 effecting 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 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 for preparing reports and data using a keyboard, computer mouse, and various office machinery. This position also requires 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.

FLSA Status: Non-Exempt – Confidential

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