



August 2019
FLSA: Exempt

DIRECTOR OF ADMINISTRATION / CLERK OF THE BOARD

DEFINITION

The Director of Administration/Clerk of the Board position under administrative and policy direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Administration Department, including administration, stormwater rate election management, the legislative function, archiving of public records and public information, and filing officer services; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the District Manager and the Board of Trustees; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Manager and policy direction from the Board of Trustees. Exercises general direction and supervision over administrative support staff. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

CLASS CHARACTERISTICS

The Director of Administration/Clerk of the Board position is a Department Director classification that oversees, directs, and participates in all activities of the Administration Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This classification is appointed by the District Manager and provides assistance to the District Manager and Board of Trustees in a variety of administrative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy; governmental functions and activities, including the role of governing board; and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Assumes full management responsibility for all programs, services, and activities of the Administration Department, including public counter customer service; District-wide general clerical and administrative support; public information; stormwater rate election management; records management; contract administration for departmental and District-wide outsourced services; and coordination of District's competitive bidding process.
- Serves as the Clerk of the Board of Trustees; attends meetings of the trustees and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; supports the trustees by facilitating and responding to customer concerns, managing their travel and compensation, fulfilling regulatory training and filing requirements, and

- communicating with them regarding agenda items; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board of Trustees.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Administration Department.
 - Establishes, within District policy, appropriate budget, service, and staffing levels for Administration of Department; develops and administers the department's budget; estimates funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; identifies cost-saving strategies and implements adjustments as necessary.
 - Selects, trains, motivates, and directs staff of the Administration Department and administrative staff in other departments; evaluates and reviews work for acceptability and conformance with departmental and District standards, including program and project priorities and performance evaluations; provides or coordinates staff training; coaches employees toward improved performance; implements discipline and termination procedures; responds to staff questions and concerns.
 - Ensures the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and implements needed changes.
 - Coordinates Administration Department activities with those of other departments and outside agencies and organizations; manages departmental and District-wide contracts for services by drafting requests for proposals (RFP) or qualifications (RFQ), researching costs and potential vendors, reviewing quotes and/or proposals, selecting vendors, and drafting and monitoring contracts, including expirations, extensions, renewals, and cancellations; coordinates and disseminates RFP and RFQ for the District's competitive bidding process for construction projects and other services initiated by other District departments.
 - Authors Board communications and supporting documentation for the Board of Trustees in areas under the employee's responsibility, including presenting items to the Board; prepares and presents staff reports and other necessary correspondence.
 - Plans, manages, and conducts District stormwater rate elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes and ordinances; coordinates, receives, and certifies sufficiency/insufficiency of ballot materials; prepares District ordinances as required; provides necessary information to the public; maintains election documents for public inspection; declares election results; administers and files oaths of office.
 - Serves as Filing Officer and Filing Official for the Political Reform Act with regard to Statements of Economic Interest; manages the District's disclosure requirements for designated employees, ensures all appointed officers and designated employees file timely and complete the required disclosure forms; distributes forms and notifications; conducts required audits; advises and trains on filing requirements; determines and collects fines for late filing; ensures requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
 - Oversees the operations of the District-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legally compliant retention schedules for District records; develops and updates records retention policies and procedures; attests, indexes, and files all legislative actions.
 - Maintains custody of the District seal, ensuring authentication of only approved documents.
 - Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, relevant sections of the California Health & Safety Code, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the District is upheld; acts as the District historian; researches District documents, historical information, and other information as needed; answers questions from staff and the public.
 - Administers the public hearing process for the District; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.

- Manages a variety of functions in the Administration Department, including: processing, filing, recording, and countersigning various documents and records; attesting all official documents of the District; receiving and distributing all subpoenas and claims; and preparing State filings.
- Manages the codification and distribution of revisions to District ordinances.
- Represents the Administration Department to other District departments, appointed officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budget development, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles, practices, and procedures related to public agency recordkeeping, municipal elections in relation to stormwater rates, and the municipal clerk function.
- Functions, authority, responsibilities, and limitations of an appointed Board of Trustees.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, Brown Act, Fair Political Practices Commission procedures and regulations, and election laws and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Arithmetic, including addition, subtraction, multiplication, division, fractions, and percentages.
- Techniques for effectively representing the District in contacts with governmental agencies; community groups; various business, professional, educational, and regulatory organizations; and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Analyze and evaluate data, reach sound conclusions, and make recommendations to decision-makers.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction to the department and the District.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of administrative staff; delegate authority and

- responsibility as appropriate.
- Set performance standards and evaluate work performance to determine accordance with established standards.
 - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
 - Coordinate District stormwater rate elections within legal guidelines.
 - Oversee and coordinate maintenance of the official records of the District.
 - Prepare a variety of written materials, including official minutes, resolutions, ordinances, reports, correspondence, policies, and procedures.
 - Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
 - Establish and maintain a variety of filing, recordkeeping, and tracking systems.
 - Organize and prioritize work of self and others on a variety of projects and multiple tasks in order to meet critical time deadlines.
 - Operate office equipment and computer applications related to the work.
 - Use English effectively to communicate with individuals and groups, in person, over the telephone, and in writing.
 - Make a variety of arithmetic computations involving addition, subtraction, multiplication, division, fractions, and percentages;
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
 - Establish, maintain, and foster positive and effective working relationships with colleagues, subordinates, and others contacted in the course of work. And so on....

Education and Experience:

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

Equivalent to an Associate of Arts degree in public or business administration and five (5) years of increasingly responsible experience in a municipal clerk's (or equivalent) office, including two (2) years of supervisory experience. A Bachelor's degree is preferred.

Licenses and Certifications:

Possession of, or ability to obtain a California Notary Public certification within six months of appointment is desirable. Possession of a Certified Municipal Clerk designation from the International Institute of Municipal Clerks is desirable

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Director of Administration/Clerk of the Board Physical Demands](#)

WORKING CONDITIONS

Work is primarily indoors sitting or standing at a desk for prolonged periods of time with the ability to move about at will, but also travel outside the office in order to attend meetings or trainings. The incumbent works in an environment of frequent interruptions.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.