



## **USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Director of Administration/Clerk of the Board</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>EMPLOYER:</b>	<b>Vallejo Sanitation and Flood Control District</b>
	<b>450 Ryder Street, Vallejo, California 94590</b>
<b>DATE PREPARED:</b>	<b>11/27/2017</b>
<b>WORK SCHEDULE/HOURS:</b>	<b>40 hours per week (8/5 and 9/80 work schedules available)</b>
<b>EMPLOYEE:</b>	
<b>D/I:</b>	
<b>CLAIM NUMBER:</b>	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

### **Job Functions**

#### **Overview:**

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.

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.

This 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 class 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.

#### **Essential Functions:**

- The employee 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.

- The employee 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.
- The employee develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Administration Department.
- The employee establishes, within District policy, appropriate budget, service, and staffing levels for Administration 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.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee maintains custody of the District seal, ensuring authentication of only approved documents.
- The employee 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.
- The employee 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.
- The employee 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.
- The employee manages the codification and distribution of revisions to District ordinances.
- The employee 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.

- The employee attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- The employee monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- The employee responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

## Minimum Qualifications

### EDUCATION & 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 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.

### KNOWLEDGE, SKILLS & ABILITIES

#### 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, the Freedom of Information Act, and the 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.

**LICENSE(S)**

- 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.
- 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.

**Physical Demands**

For the purpose of determining frequency of activity, this job analysis refers to an eight-hour workday.

<b>STANDING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 30 minutes at a time. Carpet, tile. Communicating with customers at the front counter, utilizing office equipment, making presentations, communicating with coworkers.
<b>WALKING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile. Within the building, to and from offices.
<b>SITTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	7 to 7 ½ hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing.
<b>KNEELING/ CROUCHING/ SQUATTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves.
<b>CRAWLING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.

**BACK/STOMACH**    **Duration:**

**BALANCING**        **Duration:**        Seconds at a time.

<b>BENDING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting, employee preference.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

<b>TWISTING/ROTATING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center to the left back to center less than 10-degrees.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>UPPER EXTREMITY USE:</b>	<b>Dominant Hand: [indicate LEFT or RIGHT]</b>
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<b>REACHING</b>		
<ul style="list-style-type: none"> <li>• <b>Primary Reach Zone:</b> (elbows bent at waist level, hands in forward extension)</li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	4 to 5 hours. Less than 1 hour. 0 3 to 4 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> <li>• <b>Above Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 2 times. 0 to 2 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving or setting items on upper shelves including files.
<ul style="list-style-type: none"> <li>• <b>Between Waist and Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> <li>• <b>Below Waist Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting.
<b>PUSHING/ PULLING</b>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers, utilizing a 4-wheeled cart. Unilateral or bilateral hand use.

<b>LIFTING/CARRYING</b>		
<ul style="list-style-type: none"> <li>• <b>0 to 10 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Writing utensil, paperwork, office supplies, and a telephone handset. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, telephone handset.
<ul style="list-style-type: none"> <li>• <b>11 to 25 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	File box. 0 to 1 time per month. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>26 to 50 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>51 to 75 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>75 to 100 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>100+ lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>HAND DEMANDS</b>		
<ul style="list-style-type: none"> <li>• <b>Simple Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset.
<ul style="list-style-type: none"> <li>• <b>Power Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 1 time 0 0 0 to 1 time Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>Fine Manipulation</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	4 to 5 hours. Less than 1 hour. 0 3 to 4 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

<b>SPECIAL ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>• Indoors, office setting; climate controlled. Office is located at a wastewater treatment plant.</li> <li>• Occasional outdoor work at special District events is required.</li> <li>• Hard hat and steel-toed shoes must be worn when the employee is in the treatment plant.</li> </ul>

<b>MACHINES/TOOLS</b>	<ul style="list-style-type: none"><li>• District vehicle</li><li>• Computer and iPad</li></ul>	<ul style="list-style-type: none"><li>• Copier/scanner</li><li>• Binding machine</li></ul>	<ul style="list-style-type: none"><li>• Cell and desk phones</li><li>• Laminating machine</li></ul>
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**Note:** The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, power grasping.

<b>EMPLOYER COMMENTS:</b>	
This Job Analysis accurately represents the duties of a District Clerk to the best of my knowledge.	
<b>EMPLOYER CONTACT NAME:</b>	
<b>EMPLOYER SIGNATURE:</b>	<b>DATE:</b>

<b>EMPLOYEE COMMENTS:</b>	
This Job Analysis accurately represents the duties of a District Clerk to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>