



**Board Administrative Officer/District Secretary**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
030	Exempt	EE04-Officials/Administrators	Unrepresented-At Will	Individual Contract	08/10/2022	22-033

**DEFINITION:** Under policy direction of the Board of Directors, oversees the administration of all programs, services, activities, and staff within the Office of the District Secretary. The incumbent is accountable for providing strategic direction for the department and developing and accomplishing the goals and objectives of the Office and provision of administrative support necessary to facilitate official District business; assures compliance with laws, policies, and regulations applicable to the Office within the broad policy guidelines set forth by the Board of Directors. The incumbent coordinates and administers the meetings of the Board and its standing committees and is the official recorder of Board actions; serves as the filing officer in the administration of the District’s conflict of interest code; acts as the elections official; manages all Board adopted policies and District administrative regulations; and performs related work and/or special projects as assigned or required.

This is an at-will, unrepresented classification. The incumbent is appointed by and serves at the pleasure of the Board of Directors. The incumbent also serves as the Corporation Secretary for the AC Transit Financing Corporation Board of Directors and administers all corporation meetings.

**DISTINGUISHING CHARACTERISTICS:** The Board Administrative Officer/District Secretary is a Board Officer position reporting directly to the Board of Directors. The incumbent in this position has full responsibility and accountability for the Office of the District Secretary. This classification is distinguished from Assistant District Secretary, which manages the day-to-day activities, whereas the District Secretary is responsible for the strategic direction, all activities and staff of the Office of the District Secretary.

**REPRESENTATIVE FUNCTIONS may include but are not limited to the following:**

- Plans and implements the strategic direction for the Office of the District Secretary; establishes and oversees the implementation of departmental policies, priorities, goals, and objectives; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met, and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides direction, input, and coordination among internal and external stakeholders; works collaboratively and effectively with peers, staff, departments, advisory and oversight bodies, community organizations, and government agencies to facilitate official District business.
- Provides ~~management governance~~ and leadership to the assigned area; plans and directs the selection, professional development, supervision, review, and evaluation of direct and indirect staff; develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed; works to strengthen the District through improving morale, team building and implementation of programs to develop and train employees.
- Oversees the preparation of items of business, documents, agendas, and supporting materials for meetings of the Board of Directors and ~~various Board-appointed Ccommittees, of the Board,~~ in consultation with the Board of Directors, the General Manager/Chief Executive Officer, and the General Counsel/Chief Legal Officer.
- Coordinates ~~and directs the review and the workflow approval of~~ all staff reports and other documents presented for Board meetings.
- Receives and processes legal documents pertaining to Closed Session matters.
- Provides ~~direction and/or recommendations assistance, leadership, advice, and counsel~~ to the Board Officers, Board of Directors, and District staff with regard to matters that come before the Board.
- Serves as the District’s Elections Official and oversees administrative procedures for elections of the District’s Board of Directors and approved ballot measures; provides the necessary documents to county elections officials to ensure District election matters appear on the ballot.
- ~~Manages-Ensures~~ compliance with the Political Reform Act as the Filing Official for the District’s Conflict of Interest Code; ensures that designated filers are notified and comply with applicable deadlines and requirements for filing.



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- Performs the biennial review of the District's Conflict of Interest Code and ~~proposes amendments~~~~makes recommendation~~ to the Fair Political Practices Commission concerning ~~amendments to the~~~~the~~ Code.
- Prepares, reviews and distributes minutes of the Board; prepares and maintains official Board correspondence under direction of the Board; provides certified copies of resolutions and other documents.
- Provides staff support to the Board; research information as instructed, analyzes alternatives, makes recommendations; and prepares reports, procedures, and other written materials.
- Supervises travel arrangements for the Board and ensures that all travel, meeting, and expense reimbursements comply with Board Policy. Provides documentation to the District's external auditor for the annual review of all expenditures.
- Supervises, preserves, and maintains the official legislative record of the Board, including staff reports, minutes, resolutions, and ordinances as well as historical and other records of value to the District.
- Maintains records of status and follows up on unfinished business of the Board and Committees of the Board; keeps Board members and the General Manager/Chief Executive Officer advised of current status.
- Attends all Board, Committee, and Executive Staff meetings; attends Closed Session meetings as deemed appropriate.
- Assists other departments in researching past Board actions, retrieving documents and interfacing with Board and other departments.
- Directs the preparation of the Board's website, public meetings page, and intranet sites.
- Educates employees and management on the staff report development process and use of the agenda management system through instructional guides, video tutorials and live trainings.
- Manages appointments to advisory and oversight bodies.
- Serves as the District's official representative in legal service.
- Accepts and responds to comments, inquiries, and requests for public information pertaining to the Board; and refers inquiries to Board members and/or other departments as appropriate.
- Maintains records regarding Director's attendance at Board and Committee meetings for compensation purposes and expense reports.
- Directs the preparation and administration of the Board of Directors' and District Secretary's budgets.
- Oversees the process for the reapportionment of the District's ~~seven~~~~five~~ wards and ensures compliance with applicable state and federal laws pertaining to reapportionment and public outreach. Schedules and holds public hearings concerning the adoption of final ward boundary configurations.
- Participates in the development of the District's Strategic Plan.
- Maintains, updates and recommends amendment of Board policies under the control of the District Secretary's Office; manages and schedules the review of all Board Policies and coordinates the schedule with affected departments to ensure Board Policies are kept current; consults with departments on the development of new policies.
- Administers the Oath of Office and coordinates the swearing-in ceremony for new Board members; works with the ~~Board Officers~~~~appropriate departments~~ to coordinate the onboarding of new Board members and oversees the orientation of new Board members. ~~in coordination with the General Manager's Office and other District departments.~~
- Stays abreast of changing laws, regulations, procedures, innovations and emerging technologies related to the business of the Board Administrative Officer/District Secretary's Office.
- Prepares the necessary Statement of Facts and Statement of Information filings to the Secretary of State for the AC Transit Board of Directors and Financing Corporation respectively.
- Performs other duties or special projects as assigned, and/or as determined by the Board.

### MINIMUM QUALIFICATIONS

**Knowledge of:** The functions and role of an elected Board of Directors, City Council or similar legislative body and the administration of public meetings; records management and retention; principles and practices including document imaging; filing, indexing, and cross-referencing methods as well as experience with electronic document management and agenda management systems; the District and Board of Directors' policies, regulations,



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procedures, operations, programs, and functions; principles and practices of supervision including performance evaluations and staff training/development assessments; principles and practices of budget preparation and monitoring; various California statutes including the Brown Act; California Elections Code; the Political Reform Act; and Transit District Law; modern office principles and practices; personal computers and current office software programs for word processing, spreadsheet, presentation, and databases at the advanced level of proficiency; audio/visual technology and recording equipment; current technology in web based applications and mobile devices and their use for elected boards; business writing; report and presentation writing; correct English usage, including spelling, grammar and syntax; maintaining and developing content for websites.

**Ability to:** Maintain the highest degree of confidentiality and political neutrality; demonstrate unquestioned ethics and integrity; organize and prioritize multiple work assignments and adhere to fluctuating priorities and deadlines; follow-up on assignments; maintain attention to detail; use independent judgment and creative problem solving; effectively operate modern office equipment including computers, mobile devices, and related software, and quickly learn and use new software and technology as adopted by the District; identify, research, analyze, evaluate, and interpret a variety of data; provide work direction and supervision to assigned subordinate staff; communicate effectively both orally and in writing; use tact and discretion in establishing cooperative working relationships with Board Members and their constituencies, committee members, members of the public and District employees.

**Education:** Equivalent to a bachelor's degree from an accredited college or university. Additional administrative/board support experience above the minimum may be substituted for the required education on a year-for-year basis.

**Experience:** Equivalent to eight (8) years of increasingly responsible and direct administrative support experience for executive personnel involving frequent public contact; including six (6) years in a public or governmental agency performing duties in direct support of an elected board or council who operate under the Brown Act at the level of an assistant District clerk, deputy clerk of the Board or equivalent and four (4) years of supervisory/management experience, or project lead that involved the supervision of employees, or four (4) years of experience at a level equivalent to the District's classification of Assistant District Secretary.

**License/Certification:** ~~Possession of certification as a Certified Municipal Clerk (CMC) at the time of hire or the ability to obtain and/or demonstrate continued progress toward certification as a CMC.~~ Possession of, or the ability to obtain, a Certified Municipal Clerk certification within two (2) years of appointment.

**Special Requirements:** Must be willing and able to: (1) work extended hours as needed, (2) work outside regular business hours as required by the Board, and the demands of the job, (3) travel to various locations as needed.

**Physical Requirements:** (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. (2) Must maintain the physical mobility necessary to transport oneself to various locations around the District.

Established Date: 02/01/1989 (Res. #N/A)

Revision Date: 08/27/2003 (Res. #N/A) Reformatted only.