



## Alameda Contra Costa Transit District Classification Specification

Exhibit-A

### Assistant District Secretary

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. No.
351	Exempt	1 – Officials/Administrators	Unrepresented	08	05/08/2019	19-018

**DEFINITION:** Under general direction, assists the District Secretary in managing the programs and activities of the District Secretary's Office; performs professional-level duties in support of the District Secretary's goals and initiatives and the Board of Directors; acts as the District Secretary in his/her absence. This classification is distinguished from the District Secretary in that the latter has overall management responsibility of the unit, and has the ultimate decision-making authority related to the direction, and operation of the unit, while this classification assists and/or makes recommendations in determining the direction but is primarily responsible for its implementation and the day-to-day oversight of the unit's functions and activities. This classification is unrepresented at-will and reports directly to the District Secretary.

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

- Oversees and participates in the day-to-day activities, operations, and services of the District Secretary's office; performs mandated and other District Secretary duties in the latter's absence.
- Performs a wide variety of complex, responsible, professional administrative, technical, and supervisory duties; provides professional and technical assistance to the District Secretary, District departments, the Board of Directors, and members of the public.
- Participates in the selection of personnel; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures when necessary.
- Coordinates and attends a variety of meetings for the Board of Directors, Standing Committees, and Financing Corporation; assists in the preparation of meeting materials including: agendas and minutes; monitors the proper operation of audio/visual equipment in the Board Room.
- Develops, plans and implements the District Secretary Office's records management and retention program, including electronic document management; sets and ensures legal compliance with retention schedules for official documents and records; develops and updates records retention policies and procedures for a variety of historical, legislative and District documents including: staff reports, policies, minutes, resolutions, confidential materials, and other official documents.
- Plans and coordinates large scale public hearings and offsite meetings, including the securement of meeting sites and interpreters, logistics, preparing materials and when necessary, recruiting and training volunteers.
- Coordinates the collection, presentation and dissemination of public comments for the administrative record.
- Assists with the recruitment, interview and appointment process of various advisory bodies appointed by the Board of Directors, as well the recruitment of internal and external candidates for the Retirement Board.
- Guides departments through the Board Policy/Administrative Regulation review process and works with departments to ensure that amendments to policies and regulations conform to adopted standards; tracks amendments and regularly audits policies and regulations posted to the District's website to ensure accuracy.
- Participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs; recommends and implements policies and procedures, after approval.
- Participates in the development, and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs, and implements budgetary adjustments, as needed.
- Manages the District's Conflict of Interest Program and may supervise the collection and processing of Statement of Economic Interest forms and related filings. Determines course of action to be taken on late and non-filing issues and enforcement referrals.
- Responds to public inquiries and provides general information concerning election activities, including filing requirements, deadlines, applicable forms, and related matters.
- Prepares, edits, proofreads, and processes a variety of complex documents and correspondence including forms, memos, statistical, financial and staff reports; completes critical, time-sensitive, and/or confidential documentation for internal and external stakeholders; may certify a variety of documents on behalf of the District Secretary.
- Process closed session items.
- Initiates referral of customer complaints received by the Board to appropriate staff for review, investigation and timely response.
- Supervises and provides secondary support in processing tort claims, summons and complaint, and small claims filings.
- Stays abreast of changing laws, regulations, policies, and procedures, pertaining to the District Secretary's Office, including, but not limited to, the Brown Act, the Political Reform Act, Election Laws, and Transit District Law (PUC 24501 et. seq.); communicates business implications, and impact to all key stakeholders including: the Board of



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Directors, members of the public, executive management, other District staff; recommends changes and implements adjustments to policies and procedures, as needed.

- Clerks meetings as designated by the District Secretary, including the preparation of minutes and assembly of the official record of meetings.
- May make oral presentations at Board of Directors meetings as directed by the District Secretary.
- Serves as an administrator for the agenda management software utilized by the District Secretary's Office and makes recommendations for system improvements and/or enhanced feature implementation.
- Reviews and updates training materials for the agenda management software utilized by the District Secretary's Office. Makes recommendations on the need for additional training resources. May conduct user training as necessary. Troubleshoots user issues and may refer problems to vendor for further investigation.
- Monitors user actions during staff report preparation to ensure compliance with approved standards and/or policies and seeks and or advises of corrective action when required.
- Monitors and manages the content of the public portal for Board and other public meetings.
- Coordinates or assists in the coordination of special administrative projects.
- Performs other duties, as assigned.

**Knowledge of:** The functions and role of an elected Board of Directors, City Council or similar legislative body; 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; 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 demonstrate unquestioned ethics and integrity; quickly learn District and Board of Directors' policies, procedures, operations, programs, and functions; work independently; organize and prioritize multiple work assignments and adhere to multiple deadlines; follow-up on assignments; maintain attention to detail despite frequent interruptions; use independent judgment within established guidelines; 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; set up, operate and troubleshoot technical audio and visual recording equipment; 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 with major course work in business administration, public administration, or a directly related field.

**Experience:** Equivalent to six (6) years of increasingly responsible and direct administrative support experience for executive personnel involving frequent public contact; including four (4) years in a public or governmental agency performing duties in direct support of an elected board who operate under the Brown Act at the level of an executive assistant, assistant District clerk, deputy clerk of the Board or equivalent; and two (2) years of supervisory/management experience, or project lead that involved the supervision of employees.

#### **Licenses and Certifications:**

- 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 within thirty-six (36) months of hire.
- Possession of, or ability to obtain, and maintain a valid Class C California Driver License, and meet the District's driving standards.

**Special Requirement:** Must be willing to: (1) work outside regular business hours, including evenings and weekends, as required (2) travel to various locations as needed.

**Physical Requirements:** (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely travel various meeting sites and locations as needed (3) occasionally lift and transport objects weighing up to thirty (30) pounds.