



SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
invites applications for the position of:

Executive Assistant/Clerk of the Board

SALARY: \$29.11 - \$36.38 Hourly
DEPARTMENT: Administration
OPENING DATE: 04/14/21
DESCRIPTION:

OPEN UNTIL FILLED

*****The first review of applications will be May 17, 2021. Applicants are encouraged to apply early. This recruitment may close any time after the first review when a sufficient number of applications have been received.**

Under direction, performs a variety of highly responsible, complex administrative duties on behalf of the District Manager and Board of Trustees; administers and coordinates District agendas, minutes, and communications; manages official District records; and performs related work as required.

Relationship:

The Executive Assistant/Clerk of the Board is a Fair Labor Standards Act non-exempt position that is supervised and directed by the District Manager. This is a full-time/at-will position.

Class Characteristics:

This is a single position classification responsible for providing administrative support to the District Manager's Office. Incumbents perform a variety of administrative and project coordination support work for the District Manager, Board of Trustees, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, independent judgment and knowledge of District activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF ESSENTIAL DUTIES:

Examples of typical job functions (Illustrative Only)

The District 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.

- Provides administrative support to the District Manager and Board of Trustees by assisting with duties of complex and sensitive nature in accordance with established District policies and procedures and applicable statutes; represents the department at meetings as assigned; acts as a liaison between the District Manager, other staff and the public.
- Prepares Board of Trustees and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required; coordinates resolutions and follows up with staff as appropriate.
- Attends regular monthly and committee meetings of the Board of Trustees; records actions taken at meetings; processes documents approved at Board meetings including resolutions, agreements, and contracts; prepares and distributes minutes of the meetings.
- Composes agenda items and resolutions following legal procedures and identifies District business items to be placed on the agenda.
- Oversees the preparation of Board Room and information for distribution at the Board of Trustees and committee meetings.
- Conducts administrative functions for the Board of Trustees, such as creating and maintaining computer files for board-related data, prepares correspondence, reappointment letters, and memos; creates committee lists and maintains records of present and past representatives; replies to Trustee inquiries.
- Composes, types, and edits a variety of documents including detailed correspondence, forms, memos, reports, and specialized documents for the District Manager and other department staff; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including

grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.

- Prepares correspondence for the District Manager's reply; acts as a District liaison with consultants and contractors.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests for completion by designated individuals; submits resolutions to the Board of Supervisors for approval on a biennial basis.
- Prepares and upon signature of authorized individuals, submits reports, forms, statements, and related legal documents to appropriate agencies.
- Maintains Records Retention Program and District records such as minutes, resolutions, agreements, contracts, and policies; implements and maintains filing system for District business and correspondence.
- Receives requests for records according to the California Public Records Act; responds or coordinates responses from management.
- Organizes travel and facility arrangements as needed for District functions; coordinates reservations and registrations for conferences.
- Provides assistance and information to the general public, other vector control agencies, and cities; receives calls from public when other staff is not available; screens office calls and visitors.
- Oversees the purchase or rental of office equipment including copy machines and postage machine.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Organization and function of public agencies, including the role and authorities of the Board of Trustees and appointed boards and commissions.
- District policies and procedures.
- Operations and services provided by the Clerk of the Board of a public agency.
- Administrative and business principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Mathematical principles.
- Complex record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide a high level of administrative support to the General Manager and Board of Trustees.
- Prepare for, attend, and ensure proper documentation of Board of Trustee meetings.
- Perform Clerk of the Board duties at Board meetings consistent with policies and procedures.
- Prepare and maintain the District's formal documents, resolutions and filing systems.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose District formal correspondence consistent with standards.
- Prepare and submit official documents to local and state government agencies.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies, community, groups, and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Associate degree in business administration or related field from an accredited college or university and five (5) years of increasingly responsible administrative and secretarial experience, preferably in a governing board environment. Bachelor's degree in public or business administration, or a related field is strongly desired.

Licenses and Certifications:

- Possession of, or ability to obtain by time of appointment, a valid California driver's license. Must be insurable with the District's insurance carrier.
- Possession of, or ability to obtain by time of appointment, Notary Public certification for the State of California.

SUPPLEMENTAL INFORMATION:

Functional Requirements:

Minimum of single eye corrected vision.

Ability to speak and write effectively in English.

Ability to frequently* sit for extended periods of time.

Ability to regularly* perform repetitive motion associated with office equipment and answering telephone.

Ability to occasionally* bend at the knees and waist to perform filing activities.

Ability to periodically* lift objects weighing 25 pounds.

Ability to periodically* reach overhead.

- * Periodically - Activity or condition exists less than 25% of the time.
- * Occasionally - Activity or condition exists 25 - 50% of the time.
- * Regularly - Activity or condition exists 50 - 75% of the time.
- * Frequently - Activity or condition exists more than 75% of the time.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Examination

The examination may consist of an evaluation of training, education, and experience listed on the application, a written test of the applicant's ability to read, write, perform simple arithmetic, and/or a structured oral interview. Qualifying persons must complete a background check and pass a post-offer physical examination and drug screen.

Post-Offer Physical Examination:

A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

The provisions of this bulletin are not an expressed or implied contract. The District reserves the right to modify, delete, augment, supplement the duties, qualifications, and requirements stated in this bulletin at its sole discretion. Accepting an application does not guarantee qualifying for the final employment list.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sqvmosquito.org>

1145 N Azusa Canyon Rd. West Covina,
CA 91790 626-814-9466

Position #2021-03EXECUTIVE
ASSISTANT/CLERK OF THE BOARD
EG

jdever@sqvmosquito.org

Executive Assistant/Clerk of the Board Supplemental Questionnaire

- * 1. **Instructions for Supplemental Questionnaire:** The Supplemental Questionnaire is used as one of the steps in the selection process, and is intended to assist you in fully presenting your qualifications. Subject Matter Experts for this position will review your responses to these questions, and will determine whether you move on to the next steps; therefore, it is very important that you respond to each question in a comprehensive, but concise manner. Applications submitted without responses to the supplemental questions or responses that include copy and pasted resume information, will not be evaluated. Your application will be reviewed along with your responses in order to verify them against your work history. **Please indicate below that you have read and understand the instructions presented above.**

Yes No

- * 2. Please state your degree(s) and major(s). If none, type N/A.
- * 3. Describe, in detail, your general office and administrative support experience working with the following: (a) Executive Management (b) Boards and/or Commissions (c) Committees. In your response detail your specific job duties, the number of years/months you performed these duties and the employer. If none, type N/A.
- * 4. Describe, in detail, your experience in a position you've held where managing meeting agendas, coordinating meetings, creating minutes, and maintaining and recording meeting actions was a primary responsibility. In your response, include the number of years/months you performed these duties and the employer. If none, type N/A.
- * 5. Describe your experience as a Board Clerk for a Public Agency Board meetings, if any. Discuss in detail, your experience writing, editing, maintaining and recording Board resolutions, motions and information items. In your response, detail your specific job duties, the number of years/months you performed these duties and the employer. If none, type N/A.
- * 6. This position requires a Notary Public License by time of appointment. Do you possess or will you have an active Notary Public License by time of appointment? If you answer YES, please attach a copy of your Notary Public License.

Yes No

* **Required Question**