

Truckee Donner Public Utility District Job Description

Job Title: District Clerk/Executive Assistant

Department: General Management

Reports to: General Manager

FLSA Status: Exempt

Job Summary Under the general supervision of the General Manager, manages and administers the District Clerk functions of the District, provides complex administrative duties to the General Manager and the Board of Directors with a high-degree of professionalism, confidentiality, discretion, and judgement. Coordinate and attend Board Meetings, ensures legislative actions are recorded by applicable laws. As the custodian of records, this position is responsible for records management of the District. Serves as the election officer for the District.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- (a) Assumes full management responsibility for all District Clerk services and activities; recommends and administers policies and procedures relating to providing a high-level of support to the General Manager and Board of Directors by assisting with administrative matters which require accuracy, confidentiality, and independent judgement; organizes and manages all aspects of meetings including documents, postings, set-up and recordings; maintains calendars.
- (b) Supervises District Clerk services staff; selects, assigns, monitors and evaluates work performance; establishes rules, procedures and/or standards; provides training and guidance; administers personnel policies; works with employees to correct deficiencies; implements discipline.
- (c) Manages the development and implementation of the District Clerk goals, objectives, policies, and priorities for each assigned service area; establishes, within District policy, appropriate service and staffing levels; allocates resources accordingly.
- (d) Manages, compiles and provides guidance for preparation of Board, committee and commission agendas and related materials for publication and posting and recording of official proceedings and related documents associated with the Board and commissions per the Ralph M. Brown Act and all applicable laws.
- (e) Administers District information that is sensitive and confidential ensuring transparency and integrity while facilitating matters for the District and public under the Ralph M. Brown Act and other applicable laws.
- (f) Coordinates with staff and elected officials ensuring District compliance with state and federal laws, special districts laws related to conflict of interest, Ralph M. Brown Act, ethics, Maddy Act (Local Appointments List), and relevant Government Codes, and coordinates parliamentary procedure training and orientation and other related training sessions for the Board and General Manager's office.
- (g) Facilitates communications and acts as a liaison between the public and the Board of Directors.

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- (h) Serves as the District's elections officer responsible for planning and managing municipal elections with Nevada County and Placer County. Serves as the filing officer, ensuring compliance with the State Fair Political Practices Commission's disclosures and reporting requirements; administers oaths of office to elected officials and District employees. Custodian of the District's official seal. Manages, provides, and coordinates administrative support to the General Manager, Board of Directors, District Counsel(s). Coordinates with and assists General Manager with projects and consultation priorities with District Counsel.
- (i) Manages the District's record management system; works with departments and external advisors on the development and maintenance of a record retention policy and the most effective methods of retention. Responsible for administering records retention policy, other records management policies, implementation, including indexing and storage of documents. Certify records as needed.
- (j) Serves as the District's qualified representative for the California Public Records Act; receives and provides responses to requests for records.
- (k) Oversees and coordinates the process for revisions to District Code. Reviews, compiles and updates District Code and assists with the implantation of District policies.
- (l) Facilitates, administers, and records official actions that may include legal proceedings such as annexations, assessment district(s), and public hearings. Performs special projects with regards to LAFCo (Placer and Nevada Counties).
- (m) Performs special projects as assigned by the General Manager as assigned.
- (n) Provides notary services. Consults with management to develop and effectively administer and ensure compliance with the policies, procedures, and practices of the District and management objectives.
- (o) Conducts themselves in a manner that consistent with the District's Core Values of Safety, Communication, Integrity, Accountability, Timeliness, and Work-Life Balance.
- (p) Perform other duties as assigned.

Supervisory Responsibilities

This position has supervisory responsibilities over administrative and records personnel supporting the District Clerk/General Manager's department.

Required Skills

- 1) Possess good communication skills, both oral and written, with the ability to engage with staff and public in a professional manner.
- 2) Must be well-organized and able to exercise discretion and use sound judgment in dealing with people and confidential information.

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- 3) Ability to create and maintain positive and effective working relationships with District employees.
- 4) Proficiency in Microsoft computer programs including Word, Excel, Power Point and Outlook.
- 5) Knowledge of business letter writing and business English, including vocabulary, correct grammatical usage, punctuation and spelling.
- 6) Certification, or ability to obtain Notary of Public within one year of hire.
- 7) Possession of a valid class C driver licenses with an acceptable record to the District's insurance carrier.

Qualifications To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. A qualified candidate would have a combination of education and/or experience to fulfill the outlined essential duties and responsibilities of this position. Examples of qualifying education and/or experience would include the following:

1. Equivalent to an associate degree in business or a related field. A bachelor's degree in public or business administration is desired.
2. Three or more years of office and records management in public administration, preferably as a deputy/district clerk. Experience in a senior administrative/records position in a municipal government, special districts, utilities, and municipal elections is desired.
3. Successful completion of the California Special Districts Association Board Clerk Certification or the ability to obtain within a year of hire. Completion of the Certified Municipal Clerk program is desired.
4. Thorough knowledge of principles and practices of municipal operations, public contracts and legislative proceedings.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, and sit. The employee is often required to use hands and fingers to handle and feel; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee primarily works indoors in an office environment. The employee has normal work hours; although, must be able to attend, participate and work outside of regular office hours.

Truckee Donner Public Utility District

Signed by:

Brian C. Wright

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8/30/2024

Approved

Date