



ASSISTANT DISTRICT SECRETARY

JC: AF105
PB: 08
FLSA: Exempt

BU: 91 (Non-Rep)
Created: July 1988
Revised: November 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, provides complex support to the District Board of Directors and various Board committees; assists the District Secretary with designated statutory and administrative functions; plans, organizes and directs the work of the office; maintains official records; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full supervisory class for the administrative functions and activities of the Office of the District Secretary. The incumbent performs professional administrative duties in support of the Board of Directors and District Secretary, ensuring that necessary agenda materials, minutes of meetings and other documents and correspondence relating to the official functions of the Board and the District are prepared and processed efficiently and in accordance with applicable statutes. Additionally, this classification supervises the office's contract administration functions, works collaboratively with District staff at all levels, including executives, and is fully authorized to act as District Secretary in his/her absence. This classification is distinguished from the District Secretary in that the latter has overall managerial responsibilities for the Office of the District Secretary.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages the various administrative functions, programs, and operations activities of the Office of the District Secretary.
2. Provides staff supports to the Board of Directors; researches, analyzes, recommends, prepares and processes reports and other official documents in an efficient manner.
3. Develops agenda for Board of Directors meetings; compiles and organizes documents and information; works with District staff to ensure all items are complete and timely; creates electronic agenda packet; ensures compliance with Brown Act.
4. Coordinates Board meetings; supervises arrangements; prepares and compiles agenda items; attends Board Meetings; takes, transcribes, types and distributes minutes.

5. Supports the Capitol Corridor Joint Powers Authority Board of Directors and the BART Police Citizens Review Board.
6. Assists with administration of District elections; ; assists with processing of Statements of Economic Interests as required by the Fair Political Practices Commission. notifies Registrar of Voters and Elections departments; prepares materials for election certification; issues certifications.
7. Supervises and assists with all aspects of the Office's contract administration responsibilities for construction contracts, Invitation for Bids, Requests for Proposals/Qualifications, and Security Sensitive contracts: Includes advertising; receiving and opening bids; handling protests; issuing notice of and execution of contracts. Interacts extensively with Procurement, Legal and outside parties.
8. Receives and processes a variety of legal documents, including legal papers served on the District; subpoenas for records, and California Public Records Act requests; coordinates the retention, indexing and retrieval of official District documents.
9. Selects, supervises, trains, motivates, assigns, evaluates, counsels and disciplines Office staff.
10. Responds to and resolves difficult and sensitive citizen inquires and complaints.
11. Assists with the development of goals, objectives, work standards and the annual budget.
12. Assumes District Secretary functions in the absence of the District Secretary.

QUALIFICATIONS

Knowledge of:

- Operations and activities of a public agency's office of the secretary.
- Principles and techniques of public relations and intergovernmental relations.
- Current office procedures, methods and equipment including computers.
- Rules and regulations governing public agency record retention programs.
- Principles and practices of contract administration.
- Principles of business letter writing and report preparation.
- Practices used in minute taking and preparation.
- Principles and procedures of record keeping and filing.
- English usage, spelling, grammar and punctuation.
- Principles and practices of management, supervision and training.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Preparing written materials including agendas, minutes and correspondence.
- Researching, analyzing, compiling and summarizing a variety of materials.
- Responding to requests and inquiries from the general public.
- Interpreting and explaining District policies and procedures.
- Supervising, training and evaluating assigned staff.
- Understanding the organization and functions of a public agency.
- Working independently in the absence of supervision.
- Understanding the functions and roles of members of the Board of Directors.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Adapting to new processes and computerized records management systems.
- Working effectively under pressure and prioritizing own work.
- Taking initiative, using logic and creativity in developing and introducing new ideas and recommending and implementing efficiencies.
- Interfacing with various elected and appointed officials as well as District management at all levels.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, business administration, management, or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable increasingly responsible duties in support of an elected Board, Commission, or Council which must have included two (2) years of supervisory, management and/or project lead experience.

Other Requirements:

Possession of or ability to obtain certification as a Certified Municipal Clerk is desirable. Must attend occasional off-site meetings and meetings outside regular office hours, including evenings.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time. Occasional lifting of 25 pounds, occasional pushing and pulling of carts with meeting materials.

EEO-1 BART Job Group: 3500 - Professionals

Census Code: 0710 – Management Analysts

Safety Sensitive: No