



## **CLERK OF THE BOARD & EXECUTIVE ASSISTANT**

### *Job Description*

<b>Job Title:</b>	Clerk of the Board & Executive Assistant
<b>Location:</b>	350 Industrial Way, Woodland, CA 95776 (Remote work may be allowed up to two days a week)
<b>Salary:</b>	\$69,237-\$90,592

### **Overview**

As Clerk of the Board and Executive Assistant at a small public agency, this position performs a wide range of tasks to support the agency's core functions. As Clerk of the Board, he or she will work closely with the Executive Director to plan and execute Board of Directors meetings and committee meetings in accordance with state and federal open meeting laws, prepare Board agendas, packets and meeting notices, manage public comments, record proceedings, maintain official records and reports of Board and committee actions, and assist the Board members with inquiries, meeting requests, expense reimbursements, filing deadlines etc.

As Executive Assistant, he or she is responsible for a full range of confidential administrative support services for the Executive Director, including managing the Executive Director's calendar and scheduling meetings; prioritizing and routing emails, phone calls, and requests, tracking deadlines; gathering/preparing documents to prepare for meetings; coordinating travel arrangements.

Other duties include managing the District's records and files in adherence with adopted record retention policy, responding to public inquiries regarding the business of the Board of Directors and the Executive Director, including Public Record Act requests, managing the liability/insurance claims process, and overseeing special projects as requested.

### **Typical Tasks**

#### ***Clerk to the Board***

- Plan, notice and run monthly Board of Directors meetings, Citizens Advisory Committee meetings and Technical Advisory Committee meetings, and other ad hoc committee meetings that may be established by the Board, in accordance with the Brown Act and other public meeting laws and requirements
- For each of these meetings, work with the Executive Director and other Department heads to prepare agendas, assemble, proofread and format staff reports, resolutions and attachments, compile Board packets, slide decks and other materials and post these in advance, as required by law.

- Attend Board and Committee meetings, which occur outside business hours in a hybrid format (in person/online) and occasionally offsite. During meetings, coordinate public comment, conduct roll call votes, take meeting notes and/or ensure meeting is recorded.
- After Board and Committee meetings, prepare official meeting minutes for approval.
- Maintain official records and reports of Board actions that are comprehensive and accurate as required by law.
- Assist Board members with meeting scheduling; travel arrangements and other logistics;

### ***Executive Assistant***

- Manage the executive's calendar, including making appointments, responding to meeting requests and blocking out focus time for time-sensitive tasks.
- Monitor, route and respond to e-mails and prepare communications on the executive's behalf.
- Assist the executive with maintaining an organized system of records and documents of both general and confidential documents.
- Assist the executive with task and project management, tracking deadlines and flagging tasks that are overdue.
- Provide document control for all materials received for the approval or signature of the Executive Director.
- Build and maintain positive and professional working relationships with co-workers, Board and committee members, staff at other agencies, businesses, contractors and the public.
- Work with IT Department to ensure that all equipment needs are met for the Executive Director (computers, phones, printers etc).
- Prepare travel and event arrangements.

### ***Record Management***

- Maintain an orderly filing system of the District's official records and files, both paper and electronic, in adherence with adopted record retention policy.
- Respond to public information requests as required by law.
- Manage agency compliance with Conflict-of-Interest laws by gathering Form 700 (Statement of Economic Interest) from all applicable staff, board and committee members and filing reports with other agencies as needed.
- Administer District's liability insurance programs (including accident reports, claim files, and chain-of-custody protocol of electronic storage devices related to accident/incident investigation). Process all incoming liability claims, file incident reports, and manage communication with liability claims team.

### ***Other Duties***

- Serve as backup and assist as needed with administrative functions including, but not limited to, customer service, answering phone calls and welcoming visitors, ordering office supplies, and maintaining a smoothly functioning office environment.
- Assist with special projects as requested.

- Other duties as assigned.

## Minimum Qualifications

**Experience:** Candidate should have at least five (5) years of administrative experience, including at least one (1) year of professional experience performing high-level administrative duties in a legislative body, such as a Board of Supervisors, City Council, Special District, Joint Powers Authority or other publicly-appointed Committee or Commission; AND at least one (1) year of professional experience in a public agency setting with responsibility for noticing meetings; preparing agendas and meeting minutes in compliance with legal requirements.

**Education:** Successful completion of business or administration classes above the high school level is desirable. A baccalaureate degree from an accredited college or university in Public Administration, Business Administration, Journalism, English or a related field may be substituted for up to two (2) years of administrative experience. No substitution may be made for the required one year of experience performing high-level administrative duties in a legislative body.

## Desired Qualifications

Certification as a municipal clerk (CMC) or equivalent is strongly preferred.

The desired candidate will be a formerly trained clerk with verifiable experience clerking a policy body or equivalent advisory body, including direct responsibility for all aspects of a meeting, while working with a presiding officer, chair, chief clerk, or other type of management. A successful candidate's flexibility, ability to prioritize work, and good judgment is essential in this deadline-driven environment. Strong written and verbal communication skills, customer service orientation, and work ethic define characteristics of a person who will flourish in this environment. Desirable candidates exhibit strong emotional intelligence and demonstrate collaborative behavior with other employees.

- Exercise independent, sound judgment, free from outside influence, and can escalate issues to manager when needed;
- Ability to carry out responsibilities in a busy environment while keeping tight timelines;
- Strong organizational and people skills;
- Experience writing and editing accurate, well organized, and grammatically correct documents, which include, but are not limited to agendas, staff reports, resolutions, letters, memoranda, and reports;
- Experience with managing official records and files in a public agency setting;
- Demonstrated ability to use computer applications, including email, word processing, spreadsheets, databases, and the internet to develop, prepare and/or maintain correspondence, reports, and other documentation.
- Comfortable and fluent in using and running online meeting and webinar platforms, including Zoom and Teams.
- Ability to maintain confidentiality and appropriately handle sensitive information.

## Additional Information

**Additional Requirements:** Ability to work in a standard office environment which may involve prolonged sitting, bending and operation of typing, word processing, and other office equipment; and some walking and occasional lifting of up to twenty five pounds. Ability to adapt to change, and work independently as well as part of a team. Ability to effectively manage stressful situations under constant mandated deadlines. Ability to work outside normal business hours and attend evening meetings.

**In Person Requirement:** This position is in-person at the YoloTD office located in Woodland, CA. At the discretion of the Executive Director, remote work may be allowed up to two days a week.

**Driver's License:** A valid California Driver's license is required.

**Employee Benefits:** Our employees participate in the California Public Employees Retirement System (CalPERS). The District pays up to 90% for the health insurance premium of the lowest cost HMO Plan thru CalPERS. Other benefits include:

- Dental and vision insurance
- Optional CalPERS 457 retirement savings program
- 12 holidays per year and 3.5 floating holidays
- 80 hours of vacation per year, increasing with additional years of service
- Bilingual pay for those whose regular duties involve oral or written translation.

## How to Apply

To be considered, please submit a resume, cover letter, and a completed job application (available at [YoloTD.org/Jobs](http://YoloTD.org/Jobs)) to:

- **Email:** [jobs@yctd.org](mailto:jobs@yctd.org)
- **In-Person:** 350 Industrial Way, Woodland, CA 95776 (The YoloTD office is open M-TH, 9AM-4PM. We are closed between 12-1PM).
- **Mail:** ATTN Human Resources, 350 Industrial Way, Woodland, CA 95776

Applications will be accepted until filled.

If you have any questions regarding the recruitment, please contact [jobs@yctd.org](mailto:jobs@yctd.org) or call (530) 661-0816.

*At the Yolo County Transportation District, we are committed to fostering an inclusive and diverse work environment. We embrace and celebrate the unique qualities, perspectives, and experiences of our employees, which make our organization stronger. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender, marital status, national origin, age, mental and physical disability, or any other protected status. We believe in creating a workplace where everyone has an equal opportunity to contribute, grow, and thrive. We encourage all qualified individuals, including those from underrepresented backgrounds, to apply and join us in our mission to provide safe, efficient, and accessible transportation services for our community.*