



ASSISTANT BOARD SECRETARY

Definition

Under direction of the Board Secretary, an Assistant Board Secretary supervises and participates in the work of staff responsible for performing complex and highly responsible office administrative support work for members of the Board of Directors and associated committees; performs special projects and may perform the duties of the Board Secretary in a relief capacity in the absence of the Board Secretary.

Distinguishing Characteristics

This single position class is a working supervisor. This position ensures that necessary agenda materials, minutes of meetings, and other documents and correspondence relating to the official functions of the Board are prepared and processed in accordance with the law and other guidelines and supervises the day to day operation of the Office of the Board Secretary. Responsibilities of this class also include serving in the absence of the Board Secretary and performing special administrative projects related to the work of the department. Successful performance of the work requires the ability to interface with various elected and appointed officials as well as all levels of Valley Transportation Authority (VTA) management.

This class is distinguished from the Board Secretary in that the latter has overall responsibility for planning, organizing, and directing the work of the Board Secretary's Office for VTA.

Typical Tasks

- Supervises the day-to day operations in the Board Secretary's Office, including planning, assigning, directing, and reviewing the work of assigned staff, and making corrections when necessary;
 - Selects, supervises, trains, motivates, evaluates and disciplines staff;
 - Develops and implements procedures for the work performed in the Board Secretary's Office;
 - Prepares and directs the assembly of and timely distribution of agendas and calendars for the Board of Directors and committee meetings including tracking new, referred, and postponed items and ensuring that all documents, reports and correspondence are accurately provided;
 - Attends Board and committee meetings and takes extensive and exacting notes of the meeting and proceedings;
 - Assists in the overall management of the department in such areas as developing goals, objectives, work standards and the annual budget;
 - Assists the Board Secretary and provides administrative support in varied special administrative projects related to the work of the department;
 - Summarizes, composes, and types from notes, audio tapes, and documents related to agenda items, completes official minutes of Board or committee proceedings, writes motions in clear and standard form;
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- Coordinates the duplication and distribution of minutes and communicates pertinent actions or referrals to the Board or committee concerned;
- Responds to inquiries from the public, staff or Board members concerning the proceedings of the Board or the actions of committees;
- Coordinates information technology programs and improvements;
- May represent the department in dealings with other departments and agencies;
- Screens items prepared for the Board of Director's agenda for completeness and compliance with prescribed standards;
- Conducts special projects including analysis of complex issues, budgetary studies, document and report preparation with recommendations for implementation;
- Prepares and presents oral and written reports, correspondence, and statistical analyses;
- Performs office administrative support duties for the Board of Directors, or associated committees to which assigned;
- Performs the duties of the Board Secretary in a relief capacity in the absence of the Board Secretary;
- Attends Executive Board Sessions as required;
- Coordinates the flow of information from the Board Office to VTA's website;
- Maintains accurate and complete files;
- Performs related duties as required.

Employment Standards

Sufficient training, education, and experience to demonstrate possession of the required knowledge, skills, and abilities.

Development of the required knowledge, skills and abilities is typically obtained through a combination of training, education and experience equivalent to graduation from an accredited college or university with a four-year degree including major course work in public or business administration or a related field; and five (5) years of administrative management, analytical, or office support experience including some experience in a lead or supervisory capacity. Significant exposure to and/or support of public governmental agency boards, councils, or commissions is desired.

Experience in a lead or supervisory capacity in a professional office environment may be substituted for the required education on a year-for-year basis.

License & Special Requirements

Possession of a valid California Driver's license.

Must be able to transport materials and equipment (weighing up to 50 lbs.) from one location to another.

Available to attend off-site and evening meetings as required.



Knowledge of:

- Principles and practices of supervision, management, employee training, and development;
- Parliamentary procedures and the Ralph M. Brown Act;
- Pertinent Federal, State and local codes, laws and regulations;
- Functions and role of a governing Board of Directors, including protocol of Board and committee meetings;
- Standard office administrative practices and procedures;
- Practices used in minute taking;
- Operation of common office equipment, including a personal computer and commonly used software;
- Standard formats in typing official documents;
- Correct English usage, including spelling, grammar, punctuation and vocabulary;
- Public sector records management and filing, indexing and cross-referencing methods;
- Techniques required for gathering, evaluating, and transmitting information.

Ability to:

- Supervise, organize, train, motivate, evaluate and discipline staff;
- Plan, assign, direct and review the work of assigned staff;
- Comprehend and interpret complex, confusing and technical discussions;
- Maintain objectivity and impartiality in recording conflicting and controversial viewpoints in discussions of sensitive public issues;
- Exercise a high level of discretion, judgment, and interpersonal skills;
- Organize work, set priorities, follow up on matters and meet critical deadlines;
- Organize and maintain official and working files;
- Operate standard office equipment including computers and related software such as word processing, spreadsheets, presentation programs, and databases, as well as the ability to learn and use specialty software of the department;
- Prepare a variety of written materials, including agenda items, minutes and correspondence;
- Learn, interpret, and apply regulations, laws, directives, policies and procedures;
- Analyze and interpret complex information, coordinate multiple mediums (Board reports, committee discussions);
- Utilize a high degree of independent judgment, skill and political sensitivity;
- Learn, interpret and utilize work instructions, rules, regulations, policies and procedures (e.g., Robert's Rules of Order, VTA Administrative Code, the Brown Act, VTA Enabling Legislation);
- Communicate effectively orally and in writing;
- Use tact and discretion in establishing cooperative working relationships with the public, department heads, and board and committee members.