



Position Title: Administrative Assistant/Board Clerk

Exemption Status: Exempt

EEO Job Classification: Office and Clerical

Department: ADMINISTRATION

Reports to: CEO

Last Update: August 2019

Job Summary:

This position provides a wide range of clerical and administrative support to the CEO and the PHCD Board of Directors. In the capacity as Board Clerk, responsibility includes preparation and distribution of agendas and minutes of the board and various committees, appropriate notifications to the media, thorough understanding of the Brown Act, and knowledge of proper procedures for conducting business of the board. As Assistant to the CEO, prepares and coordinates administrative policies, maintains meeting schedule and coordinates calendar, facilitates department reporting through timely and accurate report preparation and distribution, prepares various reports and manages data and information, and plans, prepares and distributes materials for District meetings.

Core Values:

Collaboration: Demonstrates teamwork and recognizes the ability to achieve our mission and vision is a shared responsibility.

Commitment: Demonstrates follow through and accountability to individual and group work. Honors commitments that are made to others.

Dignity: Demonstrates respectful communication in all interactions, strives to understand and incorporate diverse people and viewpoints.

Excellence: Demonstrates high standard of performance and seeks excellence through continuous quality improvement. Supports culture of trust and promotes growth by providing feedback and recognition of others.

Innovation: Demonstrates openness to new ideas and makes recommendations to change processes to improve efficiencies and effectiveness.

Integrity: Demonstrates open and honest communication and adheres to the highest ethical standards.

Social Justice: Demonstrates commitment to the health and wellbeing of others and advocates for those who are most vulnerable or in need.

Essential Functions:

1. Serves as a primary point of contact for public and responds to requests for information. Provides visitors with a warm welcome and directs them appropriately. Is courteous and effectively deals with the public assuring a positive public image. Demonstrates sound understanding and commitment to the District's mission, vision and core values.
2. Provides planning and scheduling assistance to the CEO. Completes travel arrangements and schedules meetings, itineraries and agendas. Ensure CEO has information needed in preparation for meetings.
3. Organizes equipment for presentations to the Board and Committees and secures appropriate locations utilizing outside vendors when necessary.
4. Prepares materials for the Board of Directors. Distributes meeting announcements, assists with meeting arrangements and minutes, as required. Provides support to Board Committees producing neat and visually appealing documents in a timely manner. Proofreads written material to ensure accuracy.
5. Provides materials and meeting coordination for CHIPA quarterly meetings and works to support monthly workgroup meetings as assigned.
6. Demonstrates teamwork, cooperation, and professionalism in all interactions with Board members, stakeholders and fellow staff. Presents self, position and organization positively in all activities and settings. Demonstrates enthusiasm, excellence and commitment.
7. Evaluates and improves processes as needed by implementing and supporting change.
8. Actively participates as a member of Board Committees and staff committees.
9. Read and analyze incoming District memos and reports to determine their significance and plan their distribution.
10. Maintain budget for assigned area of responsibility.
11. Delegates work as appropriate to other administrative staff, providing direction and instruction as needed.

Additional Responsibilities:

- Performs other duties as assigned. Assists with and participates in special events as needed. Seeks continuous improvement in all areas of responsibility.

Knowledge / Skills / Abilities:

- Strong customer service, public relation and administration skills with the ability to resolve issues in a professional and timely fashion.
- Excellent problem solving and organizational skills with the ability to recognize priorities and make changes as priorities shift.
- Ability to work with careful attention to detail, follow through with tasks to completion and be self directed.
- Ability to handle confidential information
- Extensive computer, typing and research skills and the ability to multi-task
- Ability to achieve goals within specific timeframes.
- Word processing, Excel, and Power Point Skills
- Knowledge of Brown Act

Information Management:

- Treats all information and data within the scope of the position w/confidentiality and security.

Risk Management:

- Cooperates fully in all risk management activities and investigations.

Position Qualifications:

- Education: High School Diploma
Experience: Minimum five years secretarial and administrative experience, with Board of Directors meetings/support experience preferred. Public relations.
- Training: Brown Act, word processing, computer programs.
- Licensure: None

Environmental Conditions:

- Routine office work. May need to travel throughout the county. No specific risks expected. No exposure to blood borne pathogens and minimal exposure to other hazards.

Physical Requirements:

- Ability to arrange tables and chairs for meetings, lift, load, bend and haul items to meeting/forum locations. Subject to prolonged sitting and repetitive movements

(ie. data entry). Must be able to visually see, type using a computer, and communicate clearly

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's signature

Date