

Ventura County Transportation Commission  
Job Description

## **Clerk of the Board/Public Information Officer**

### **Definition**

Under general supervision, prepares meeting agendas; takes and transcribes the meeting minutes of Commission and other official bodies; serves as Agency's public information officer; manages marketing and public outreach program; organizes and directs the work of staff; organizes and maintains official Agency documents and records; supports the Executive Director; and does related work as required.

### **Distinguishing Characteristics**

This single-position classification reports to the Executive Director and is responsible for clerk of the board functions, coordinating the Agency's public information, marketing, and public outreach programs, and overseeing the general office management of the Agency. It is distinguished from other classifications by its exercise of discretion and independent judgment in its core responsibilities of preparing agendas and transcribing minutes, following legal requirements, and coordinating a complex marketing, public information, and public outreach program.

### **Typical and Important Duties**

Duties may include, but are not limited to, the following:

- Serves as Clerk of the Board for Ventura County Transportation Commission (VCTC), Airport Land Use Commission (ALUC), Service Authority for Freeway Emergencies (SAFE), Consolidated Transportation Service Agency (CTSA), Congestion Management Agency (CMA), Ventura Intercity Service Transit Authority (VISTA), and Ventura Council of Governments (VCOG); drafts initial agendas; coordinates preparation of agenda materials and prepares agenda packets for mailing; posts meeting notices following noticing requirements; attends and records meetings and transcribes meeting actions and motions into minutes; maintains official meeting records; confers with legal counsel, as appropriate, for proper agenda item title and meeting noticing.
- Coordinates the Agency's public outreach and marketing program; prepares Requests for Proposals and coordinates bid review and selection process; manages marketing firm contract and works with contract firm to identify and prioritize Agency needs; and addresses a variety of marketing issues as necessary.
- Coordinates poster contest with local public and private schools; solicits bids and works with local printers to create calendar using winning artwork; approves final calendar layout for printing and distribution.
- Serves as the Agency's public information officer and as the primary media contact; refers specific issues to appropriate staff; coordinates and disseminates information to the media and others, as applicable; writes and reviews press releases; coordinates and plans a variety of public events, including media events, ground breakings, and ribbon cutting activities.

- Maintains conflict of interest forms; disseminates forms and information to Board members and designated staff; maintains copies as official records.
- Serves as the Agency's notary public.
- Supervises the daily office administrative operations; works with building management to facilitate necessary repairs and improvements; oversees office equipment and supply contracts; supervises file management system; manages the contract for the inventory, marketing, and files at off-site storage facility; coordinates meetings, conference, and travel arrangements; coordinates printing of office stationary, publications and collateral materials; maintains calendar of activities, meetings, and events; and supervises reception staff.
- Works with various staff to produce, post, and transmit Transportation Technical Advisory Committee (TTAC), Citizens Transportation Advisory Committee (CTAC, and Transit Operators Committee (Transcom) agendas; keeps official records.
- Keeps current with applicable state and federal laws and requirements; assists Agency staff in understanding and following appropriate meeting requirements and Brown Act procedures.
- Plans, evaluates, and supervises the work of subordinate staff.
- Performs other related duties and responsibilities as assigned.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible office administration experience, including at least one year in performing official clerk of the board duties.

*Training:* A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

### **Job-Related Qualifications**

*Knowledge of:*

- Meeting noticing and agenda setting requirements for meetings with public bodies.
- Public Record Act and Roberts Rules of Order for legislative bodies.
- Conflict of Interest requirements.
- Public information standards and practices, including press release procedures.
- Marketing and marketing practices
- Correct English usage, spelling, grammar, and punctuation.
- Applicable local, state, and federal laws and regulations.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Basic organization and function of public agencies, including the role of an elected and appointed boards and commissions.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.

- Records management principles and practices.
- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.

*Ability to:*

- Compose correspondence, press releases, and reports independently or from brief instructions.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations, as well as Agency policies.
- Communicate effectively in writing, orally, and with others, to assimilate, understand, and convey information, in a manner consistent with job functions.
- Properly interpret and make decisions in accordance with pertinent laws, rules, regulations, and policies.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, Agency departments, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate and evaluate the work of subordinate employees; train staff in work procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.
- Possession of, or ability to obtain and maintain, a valid notary public license.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in

a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

*Work Environment:* Mobility to work in a typical office setting.

Approved:	February 2010
Revision Dates:	December 2009
Former Titles:	Office Manager
Status:	Exempt/Mid-management
ADA Review:	
DOT:	No
Physical:	No