

# Clerk of the Board/ Executive Assistant to the Executive Director



Annual Salary

**\$70,132 - \$115,364**

Depending on Experience





## About VCTC

The Ventura County Transportation Commission (VCTC) is a regional transportation planning agency committed to keeping Ventura County moving!

If you drive, take transit, bike or walk in Ventura County, chances are, the VCTC has helped you do it. By working in close partnership with each of the cities and the County, the VCTC is ever mindful of maintaining the character of Ventura County while prioritizing transportation investments.

The Commission is committed to continually improving Ventura County's transportation system so that our residents have easy access to jobs, schools, shopping, and essential services. To that end, the Commission - working with each of the cities and the county - plans for, funds, and manages a wide array of activities designed to keep Ventura moving. While enhanced mobility is the Commission's goal, preserving the quality of life enjoyed by Ventura County residents underscores all that we do.



Ventura County  
Transportation  
Commission

## The Position

The Ventura County Transportation Commission (VCTC) is seeking a dynamic, collaborative individual to plan, lead, and participate in the daily operations and activities of VCTC's administrative office support and Commission services functions. This position has responsibilities that include: preparing meeting agendas; taking and transcribing the meeting minutes of Commission and other official bodies; serving as clerk and liaison to the Commission, overseeing support services, organizing and maintaining official Agency documents and records; evaluating the operations and activities of the assigned functions; recommending and implementing policies, procedures, and practices; coordinating assigned activities with those of other departments and programs; organizing and directing the work of staff; supporting the Executive Director; and other related work.

This position 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), and the Congestion Management Agency (CMA).

## The Ideal Candidate

- Is committed to public service with an approach that is proactive, ethical, self-motivated, creative, adaptable, and comfortable working in a dynamic and team-oriented environment.
- Has the ability to lead and oversee the operations of daily office administration; supports agency budget development, contract administration, administrative practices, and risk management.
- Can advise management team on Commission history and past practices including research of Commission minutes and resolutions.
- Has experience working in a fast-paced environment which requires attention to detail, accuracy, and the ability to prioritize multiple assignments, with a focus on internal and external customer service.
- Has the ability to build knowledge in applicable laws and regulations, such as the Brown Act, Public Records Act, Political Reform Act, California Election Code, and other related laws and regulations.
- Has skill records management principles and practices, including legal requirements for recording, retention, storage, and disclosure; including compiling information for agenda preparation; collecting background information; assemble agenda for printing; distribute packets to Commission and various agencies.
- Is able to attend and administer the public hearing process for Commission meetings and study sessions; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Commission.
- Has demonstrated skill and ability to respond to inquiries from the public by letter, telephone and in person regarding Commission action and records; research information for public or staff when necessary.



## Salary and Benefits

The salary range for this position is \$ 70,132 - \$115,364 annually. Salary depends on qualifications. VCTC offers a comprehensive benefits package, with the key provisions as follows:

### Employer provided:

- Vacation: accrued at 80 hours/year, increasing with VCTC service
- Sick leave: accrued at 8 hours/month
- Holidays: 9 holidays (72 hours) & 3 floating holidays (24 hours) per year
- Administrative leave at 40 hours/year
- Health insurances including medical, dental and vision benefits are available under group plans. VCTC pays the premiums for eligible family members.
- Employee Assistance Program
- Educational Reimbursement Program
- Long term Disability, Life, AD&D Insurances
- State Disability Insurance (SDI)
- Cell phone allowance of \$75 a month
- PERS Miscellaneous formula "Classic" members: 2% @ 60/ "New" members: 2% @ 62
- VCTC does not participate in Social Security but is in Medicare

### Optional benefits:

- Deferred Compensation Savings Plans (457), Flexible Spending Account

## Ideal Candidate cont.

- Has the written communication skill (Correct English usage, spelling, grammar, and punctuation) to prepare detailed Commission agenda and packets, and policies, procedures, correspondence, and complete reliable studies and research.
- Has experience with achieving goals and objectives through the coordination and collaboration of staff, while fostering continuous improvement and innovation.
- Has expert skill in all Microsoft Word, Excel, and Outlook used in current office environments.
- Has demonstrated ability to establish and maintain effective work relationships contacted in the performance of their duties.

## Requirements

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:

Five years of progressively more responsible professional office administration experience preferably in a public sector setting, including at least two years performing official clerk of the board duties.

### Desirable Qualifications:

- Experience in performing work in support of any of the following activities: City Clerk, Clerk of the Board, Commission Clerk, or Planning Commission Secretary.
- Bachelor's degree with major coursework in business administration, public administration, or a related field.
- Possess and maintain Notary Public certification.



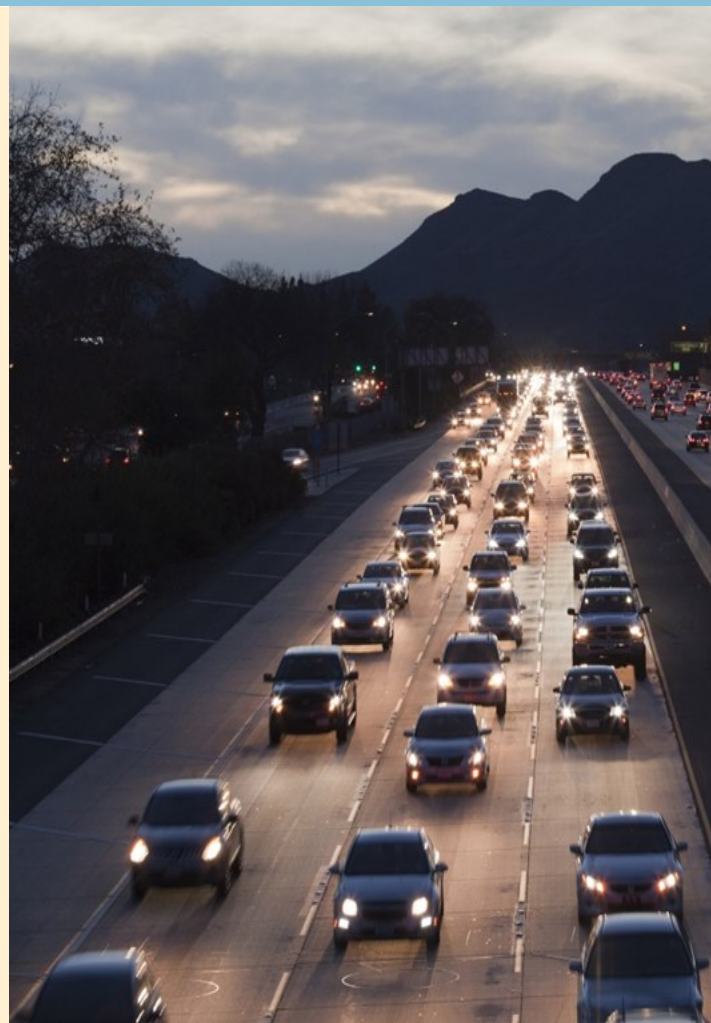
## The Selection Process

If you are interested in this exciting opportunity, please visit our website at: <https://bit.ly/VCTCBoardClerk>

**Deadline to Apply - January 26, 2020, 11:59 PM PST**

Applications must be filed online by no later than 11:59 p.m. PST on the final filing date. RGS will evaluate each applicant's qualifications based solely on the information provided on the application. Failure to fully complete the application, supplemental questions and submit a letter of interest and resume may eliminate you from consideration. A resume is not a substitute for completing the application.

Additional inquiries about the position may be directed to Kay Randolph-Pollard at [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov). Neither Regional Government Services nor VCTC are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise RGS by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).



The Ventura County Transportation Commission is an Equal Opportunity Employer

Recruitment services provided by -

**Regional Government Services**

Kay Randolph-Pollard

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