

Ventura County Transportation Commission
Job Description

Clerk of the Board/Executive Assistant to the Executive Director

Definition

Under general direction, plans, supervises, and participates in the daily operations and activities of VCTC's administrative office support and Commission services functions, including: prepares meeting agendas; takes and transcribes the meeting minutes of Commission and other official bodies; serves as clerk and liaison to the Commission, oversees support services, organizes and maintains official Agency documents and records; evaluates the operations and activities of the assigned functions; recommends and implements policies, procedures, and practices; coordinates assigned activities with those of other departments and programs; organizes and directs the work of staff; 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 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.

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), and Congestion Management Agency (CMA); 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.
- Maintains conflict of interest forms; disseminates forms and information to Commission members and designated staff; maintains copies as official records.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Meyers-Miliias-Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of VCTC is upheld.
- Serves as the filing officer for economic interest, campaign disclosure statements, statement of facts, and legal claims against the Commission.
- Advises Commission and management team as to Commission history and past practices including research of Commission minutes and resolutions.

- Administers the public hearing process for Commission meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the records management program and records retention and destruction; sets and ensures legal compliance with retention schedules; develops and updates records retention policies and procedures; researches VCTC documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- 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 professional office administration experience preferably in a public sector setting, including at least two years 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, is preferred.

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.
- Correct English usage, spelling, grammar, and punctuation.
- Applicable local, state, and federal laws and regulations.
- Governmental procurement and contracts management requirements.

- Basic organization and function of public agencies, including the role of an elected and appointed boards and commissions.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of management, supervision, training, and employee development.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of assigned area.
- Principles, practices, and procedures related to public agency record keeping and the Clerk function.
- Principles, practices, and procedures related to office management and general services.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and boards.
- Applicable regulations, relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and computer applications related to work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and VCTC staff.

Ability to:

- 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.

- Work in a safe manner modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction to the division and VCTC.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of technical and administrative personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Oversee and coordinate maintenance of the official records of VCTC.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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.

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, December 2019
Former Titles:	Clerk of the Board/Public Information Officer; Office Manager
Status:	Exempt/Mid-management
ADA Review:	
DOT:	No
Physical:	No