

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

43-420 Trader Place, Indio, CA 92201 • (760) 342-8287 • FAX (760) 342-8110

www.cvmosquito.org

POSITION: Executive Assistant /Clerk of the Board

SALARY: \$6,753.34 - \$8,619.16

BENEFITS: Full benefit package (retirement, medical, dental, vision, sick leave, 12 ½ paid holidays annually)

STATUS: Regular full time

Closing Date: Open Until Filled

Definition of the Position: Under direction, this at-will, exempt/confidential position performs a variety of confidential and highly responsible, complex administrative duties on behalf of the General Manager and Board of Trustees; administers and coordinates District agenda, minutes and communications; serves as liaison with District General Counsel, outside agencies and general public; manages official District records and performs other related duties.

Essential Duties

1. Perform a variety of general administrative and research support services for General Manager
2. Keep General Manager informed of relevant District and departmental activities; tracks and conducts appropriate follow-up
3. Prioritize, channel, and facilitate communication from department managers and supervisors to General Manager
4. Coordinate General Manager and department managers meeting logistics, including facilities and set up; operate recording and transcribing equipment
5. Maintain District records such as minutes, resolutions, agreements, contracts and policies; implement and maintain filing system for District business and correspondence

6. Coordinate and assist with appointment of district's Legal Counsel, General Manager and officers of the Board, including procedure, paperwork and related communication
7. Serve as the primary contact and liaison for General Manager and Trustees of the Board with general public, outside agencies and organizations requesting information related to the District's regulations and policies; explains, justifies and provides supporting material
8. Arrange meetings, handle callers and answer correspondence
9. Coordinate and participate in the preparation and distribution of material for training/orientation of Trustees, Board meetings and committee meetings
10. Prepare Board of Trustees regular open and closed session meeting agendas, committee meeting agendas and related documents in accordance with legal requirements; coordinate with various departments for supporting documentation, and publish official notices as required; post agendas pursuant to the Brown Act
11. Compose agenda items and resolutions following legal procedures, recognize when certain District business items must be placed on the agenda, and assist at how the Board should conduct business during Board meeting
12. Conduct administrative functions for Board of Trustees, such as creating and maintaining computer files for Trustees data, composing correspondence, reappointment letters, and memos, creating committee lists from Trustees questionnaires, preparing Trustee correspondence, replying to Trustee inquiries, and maintaining records of present and past Trustee representatives
13. Serve as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests Form 700 for completion by Board of Trustees, select staff, legal counsel and consultants, including explaining procedures, filing forms with the Clerk of the Board of Supervisors, updating District Conflict of Interest Code, and submitting resolution to the Board of Supervisors for approval on a biennial basis
14. Communicate with District General Counsel on District matters involving legal issues and maintain confidential information regarding sensitive matters. Provides administrative support to General Manager during confidential union negotiations

15. Collect, compile and analyze information from various sources on a variety of specialized topics related to programs administrated by management staff; work in collaboration with management staff to write reports that present and interpret data, identify alternatives, and make and justify recommendation
16. Prepare, coordinate and monitor travel expenses budget, arrangements and facility for Trustees
17. Respond to request for records according to the California Public Records Act
18. Manage sensitive documents and communications with the utmost discretion and confidentiality
19. Assist with front office duties when needed including answering phones, checking mail, accepting packages, etc.
20. Perform related duties as assigned

Knowledge, Skills and Abilities: To be successful in this position, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required for the *Executive Assistant/Clerk of the Board* position. Knowledge of the Brown Act, Parliamentary Procedures and California Public Records Act; Fair Political Practices Commission Conflict of Interest Code; Health and Safety Code for Mosquito and Vector Control Districts; District Policies, Resolutions and bylaws, as well as Memorandum of Understandings. Individual will also be required to become a certified California Notary; fees will be covered by the District. Must have the ability to work independently with minimal supervision; perform effectively under heavy workloads and stressful situations; follow written and verbal instructions; communicate effectively verbally and in writing.

Education and Experience: An associate degree in business administration or a related field from an accredited college or university and three (3) years of verifiable professional level executive assistant or office administrative experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Other: Possession of a valid California Driver license and driving record acceptable to CVMVCD insurance carrier; successful completion of pre-employment physical examination, drug screening, and background check.

Working Conditions: Work is primarily performed in an office setting; extensive computer use; frequent interaction with District staff.

Environmental Conditions: Work is primarily indoors; occasional exposure to outside elements.

Functional Requirements: Primarily a sedentary position. Sit for extended periods, walk, and stand; talk and listen, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; stoop, bend, kneel and twist; lift up to 25 pounds with assistance; use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; perform highly detailed work; work with frequent interruptions; interact with District managers, staff, and vendors; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment; hear in normal audio range with or without correction.

Interested parties who meet the qualifications must complete and submit a District application. Resumes alone will not be accepted but may be included with the application. To obtain an application, please visit the Coachella Valley Mosquito and Vector Control District website at www.cvmosquito.org.