



## **Job Description: Board Clerk / Executive Assistant**

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### **Summary**

Under supervision of the CEO, perform a wide variety of office support for Monterey Bay Community Power (MBCP) including support and follow-up to the Board of Directors and related Committees on a variety of matters; provide Executive Assistant support to the Chief Executive Officer and assist in the management of official MBCP records and minutes, and perform related work as required.

### **Job Description**

The MBCP Board Clerk/Executive Assistant provides administrative support to the CEO, Board Directors, and MBCP staff in the preparation and maintenance of public records and interaction with public officials. The incumbent may also assist with the composition of resolutions, staff reports, and other official MBCP documents. In addition, the Board Clerk/Executive Assistant will establish, set, maintain, present, and distribute agendas and Board meeting material and respond to inquiries from Board members and the public. The position is also responsible for coordinating Board-related meetings as needed and maintaining records of Board actions taken. The Board Clerk/Executive Assistant also provides assistance as needed in an Executive Assistant role to support the Chief Executive Officer including meeting coordination and management of verbal and electronic correspondence. Assignments are performed with general supervision and within an identifiable and prescribed framework. This position is a first point of public contact for MBCP and requires frequent interaction with MBCP officials, community members, vendors and the public regarding official MBCP Board of Directors issues, such as public meetings, agenda items, and general operations. In addition, the incumbent must exercise initiative, discretion, and good judgment in the analysis and resolution of issues that require technical or specialized knowledge of MBCP organization, policy, and procedures. This role also requires the ability to support the Chief Executive Officer in a variety of administrative duties as requested by management staff or members of the Board.

### **Essential Duties and Responsibilities (Illustrative Only)**

- Prepare for and coordinate all aspects of Operations/Policy Boards and Committee meetings including notifications and attendance tracking to ensure meeting quorums
- Prepare draft agendas from material submitted by staff; develop and collate final agendas with supplemental material for distribution
- Review supporting documents for agenda items, screening for discrepancies, ensuring materials are relevant and appropriately processed in accordance with legal requirements and MBCP procedures; Prepare resolutions and staff reports as necessary
- Record and prepare minutes at Board meetings, including recording the essential content of discussion, motions and votes, transcribing notes and checking draft copies of minutes for appropriate grammar, technical terminology, spelling, and sentence structure
- Answer public inquiries in person, by phone, and by email, and route inquiries as necessary to

*Exec. Asst./Board Clerk*

appropriate MBCP staff

- Interface with General Counsel regarding legal requirements including Brown Act and public noticing
- Post and update meeting materials and Board-approved documents on MBCP's website as needed
- Take appropriate follow-up action on the Board's decisions, such as notifying interested parties on specific items, securing required signatures, or finalizing documents for official filing
- Maintain records of Board actions, including but not limited to minutes and resolutions
- Provide MBCP Board Directors, committees, and staff with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials)
- File applicable amendments to governing documents with the State of California when needed
- Ensure maintenance of Board-related records according to MBCP rules and policies
- Research, compile, and organize information and official records for use by Board members, MBCP staff, and the public
- Provide direct support for Executive Officer on administrative tasks and scheduling as needed
- Perform routine tasks including duplicating, photocopying, and assembling bulk mailing
- Retain and recall information to respond to inquiries and effectively search files and retrieve data as required
- Work closely with administrative personnel to maintain office supplies and equipment and meet the needs of MBCP Board members and staff
- Maintain relationships with Board member jurisdiction officials in order to facilitate the flow of documents from county, city and town jurisdictions to MBCP

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### *Experience/Education*

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of an Associate of Arts degree from an accredited college or university in business administration or related field, and four (4) years of responsible clerical experience, which has included considerable exercise of initiative, attention to detail, and independent judgment.

#### *Knowledge of:*

- Modern technology, systems, and software designed to assist in the computerized management of information
- Data processing applications and systems, and the principles of modern office management
- Principles of office administration and secretarial practices and procedures, including business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation
- Principles of municipal/government agency management including Brown Act rules and regulations

- Records management principles and practices, and research methods and techniques
- Business mathematics and financial record keeping and report production
- Customer service practices, principles, and techniques for dealing with the public in person and over the telephone regarding sensitive and/or confidential issues

*Ability to:*

- Develop a thorough knowledge of the role, organization, policies, and procedures of the Board of Directors and MBCP
- Learn, interpret, and explain rules and regulations and policies
- Perform technical and responsible office administrative, working independently and accurately
- Identify and secure confidential, highly sensitive records and written or verbally communicated information, and record such information accurately
- Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required
- Organize, plan, and prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure
- Problem solve, compile and analyze data, and use sound judgment
- Use keen interpersonal and communication capabilities, verbally, written and graphically through presentations
- Establish and maintain effective working relationships with those encountered during performance of duties
- Type at a rate sufficient to perform assigned duties
- Use database, spreadsheet, and web interface and/or internet applications depending on assignment
- Communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise. Ability to speak additional languages such as Spanish a plus.
- Understand information requests of others and respond courteously, efficiently, and accurately

*Willingness to:*

- Work occasional overtime or on weekends and evenings.

**Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide

alternate transportation as approved by the CEO and a safe driving record.

**Location and Compensation:** MBCP is a new organization currently looking for permanent office space in the Monterey Bay region. This position will initially be based in Watsonville, CA. It is likely to remain in that general vicinity once permanent office space is located. Compensation for this position ranges from \$75,000 - \$120,000 commensurate with experience. A full benefits package is also offered as part of salaried employment.

**Application Process:**

The position is open until filled with the initial screening beginning October 9, 2017. To be considered for this position, please submit a MBCP application, detailed resume, cover letter, and three professional references to:

Shellie Anderson  
Bryce Consulting, Inc.  
3436 American River Drive, Ste. 7A  
Sacramento, CA 95864  
Tel: 916-974-0199 Fax: 916-974-0224  
Email: sanderson@bryceconsulting.com

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.