

# Phelan Piñon Hills Community Services District

## **JOB DESCRIPTION**

Title: Assistant Board Clerk/Administrative Specialist

Exempt: No  
Salary Level: 24  
Department: Administration  
Reports to: HR & Solid Waste Manager/District Clerk  
Approved: September 2022

### **SUMMARY:**

Under the general direction of the HR & Solid Waste Manager/District Clerk ("Department Manager"), the Assistant Board Clerk/Administrative Technician performs a variety of routine to complex and highly responsible, and often confidential, administrative support functions in Board Services, Human Resources, Solid Waste, and other departments as assigned. The Department Manager will assign some or all of the essential and secondary duties listed below as deemed appropriate and necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsibilities and duties may include, but are not limited to, the following:

#### **GENERAL ADMINISTRATIVE**

- Performs a wide variety of administrative duties for Department Manager and other management or supervisory staff as assigned.
- Performs clerical tasks, including data entry, maintaining and scanning files.
- Performs routine correspondence and performs mail-merges and mailing distribution as necessary.
- Operates a variety of office equipment including, copier, adding machine, postage meters, scanner, computer, computer software.
- Maintains and generates various reports.
- Prepares requisition orders for miscellaneous items as assigned in adherence with the District's Purchasing Policy.
- Updating the District's website and social media.
- Orders and maintains office supplies for office and field, when assigned.
- Drops off and collects various items from the Post Office.
- Answers and directs calls to appropriate District staff.
- Proofreads documents when requested.
- Reads, understands, and ensures compliance with the District's safety policies and attends safety training as required.
- Reports all accidents, violations, or infractions to supervisor.
- Participates in cross-training and provides backup to other staff as needed.
- Verifies banking deposits as prepared for the bank.
- Assists with website management.
- Other related duties as assigned.

### **HUMAN RESOURCES**

- Regularly files/scans personnel items, including confidential files.
- Assists with hiring process.
- Assists with on-boarding of new employees.
- Assists with annual benefits open enrollment process.
- Assists with benefit audits & cost studies.
- Maintains/updates employee census.
- Assists with salary surveys.
- Enters health enrollment changes into various programs, as needed.
- Assists with annual property and liability insurance renewal.
- Assists field staff with annual CHP check.
- Administers DMV Pull Notice program.
- Assists with administration of regular and special training programs.
- Maintains employee emergency contact information.
- Assists with transition to electronic personnel files.
- Updates HR procedures as necessary or as assigned.

### **BOARD RELATED DUTIES**

- Acts as backup to the District Clerk
- Occasionally attends Board meetings, and regularly attends committee meetings and takes minutes; may attest to the minutes, ordinances, resolutions and other documents of the Board; follow up on Board actions.
- Coordinates meeting logistics, arrangements and other required support; Attends other meetings as requested, take and transcribe minutes and/or dictation.
- Prepares Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburse Board packets and post or publish announcements as required by law of any hearing before the Board or any special meeting, committee meeting, or regularly adjourned meeting.
- Research, compile and analyze data for special projects and various reports.
- Makes appointments and maintains appointment calendars for Board Members; may also include travel arrangements.
- Assists the Department Manager as the custodian of records and determines the applicability of Public Records Act provisions to various District records; upon request of subpoena, furnishes copies of resolutions, minutes, and other official records, certified and sealed as to their validity.
- Maintains Board records and the recordation of documents.
- Schedules meetings.
- Assists with coordinating District events.

### **SOLID WASTE**

- Provides direction for the Program Assistant for solid waste tasks.
- Processes new customer forms and answer routine questions.
- Assists with site audits, citations, and various reporting.
- Assists with business outreach program.

- Assists with school outreach program.
- Assists with grant management.
- Assists with events.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of, and the ability to maintain, a valid California Driver's License with a satisfactory driving record is required.
- Possession of, and the ability to maintain, current driver's insurance is required.

**EDUCATION AND/OR EXPERIENCE:**

- Qualifications for the position include any combination of education and experience that would provide the required knowledge and abilities to perform the duties of the position. A typical way to obtain the required knowledge and abilities would be equivalent to an Associate's degree from an accredited college or university with major coursework in business administration, customer service, office related functions, or a related field with three (3) years of experience in a similar position.
- Minimum of five (5) years related experience, or training and education, or a combination of training and education necessary to meet the minimum requirement.
- Possession of an Associate's degree is required.
- Possession of a Bachelor's degree in public administration or business administration preferred.
- Ability to obtain Board Clerk/Secretary certification through CSDA within one (1) year of appointment.
- Experience in customer service functions in a government or public utility setting is highly desirable.

**QUALIFICATION REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

**KNOWLEDGE OF:**

- Brown Act and best practices for preparing agendas, minutes, and agenda packet materials.
- District personnel policies and procedures.
- Website and social media applications.
- Modern customer service techniques, practices, and principles; techniques for dealing with difficult customers.
- Modern office procedures, methods, and equipment, including computers, software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Cash handling techniques.
- General business mathematics and calculations.
- Correct English usage, including spelling, grammar, and punctuation.
- District personnel rules and policies.

- Principles and methods of business correspondence, recordkeeping, and filing.

**ABILITY TO:**

- Provide tactful and courteous service to the public.
- Resolve complaints in a calm and effective manner.
- Perform mathematical calculations accurately and quickly.
- Respond to requests for information from the public and other departments in an accurate and timely manner.
- Explain District policies and procedures to customers.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.

**TYPICAL PHYSICAL DEMANDS:**

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Write or use keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel occasionally by automobile in conducting District business.
- Occasionally travel by airplane in conducting District business.
- Regularly required use of hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to sit.
- Occasionally required to stand, walk, stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.