



ASSISTANT DISTRICT SECRETARY

JC: AF105
PB: 08
FLSA: Exempt

PC: 891
BU: 91
Created: July 1988
Revised: March 5, 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Provides complex administrative and office support to the District Board of Directors and various Board committees; assists the District Secretary with designated statutory and administrative functions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class ensures that necessary agenda materials, minutes of meetings and other documents and correspondence relating to the official functions of the Board are prepared and processed efficiently. Responsibilities also include handling many of the details of the formal bidding process and serving in the absence of the District Secretary. Successful performance of the work requires the ability to interface with various elected and appointed officials as well as District management at all levels.

REPORTS TO:

This position reports to the District Secretary or his/her designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages the various administrative functions, programs, and operations activities of the Office of the District Secretary.
2. Provides staff supports to the Board of Directors; prepares and processes meeting items and various official documents in an efficient manner.
3. Develops calendar for Board of Directors meetings; compiles committee information; schedules events; notifies appropriate people.
4. Coordinates Board meetings; plans arrangements; notifies participants; prepares and compiles agenda items; takes, transcribes, types and distributes minutes.
5. Supports the administration of District elections; processes paperwork; notifies Registrar of Voters

and Elections departments; prepares materials for election certification; issues certifications.

6. Provides orientation training to newly elected Board of Directors.
7. Processes statements of economic interest; distributes, collects and files statements; forwards to appropriate government officials.
8. Assists with the formal bidding process; arranges advertising; receives and opens bids; reviews documents; distributes bid materials to appropriate departments.
9. Receives and processes a variety of legal documents, including legal papers served on the District; logs and distributes documents; files as appropriate.
10. Oversees, assigns, coordinates and reviews the work of assigned administrative and clerical staff; directs workflow; ensures compliance with guidelines, policies and procedures.
11. Coordinates the retention, indexing and retrieval of official District documents; handles requests for public access to records.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Assists with the development of goals, objectives, work standards and the annual budget.
14. Assumes District Secretary functions in the absence of the District Secretary.

QUALIFICATIONS

Knowledge of:

- Operations and activities of a public agency's office of the secretary
- Principles and techniques of public relations and intergovernmental relations
- Current office procedures, methods and equipment including computers
- Rules and regulations governing public agency record retention programs
- Principles and practices of bid contract administration
- Principles of business letter writing and basic report preparation
- Practices used in minute taking and preparation
- Principles and procedures of record keeping and filing
- English usage, spelling, grammar and punctuation
- Principles of supervision and training
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Preparing written materials including agendas, minutes and correspondence
- Researching, analyzing, compiling and summarizing a variety of materials
- Typing at a speed necessary for successful job performance
- Responding to requests and inquiries from the general public
- Interpreting and explaining District policies and procedures
- Supervising, training and evaluating assigned staff

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- Maintaining confidential files, records and reports
- Understanding the organization and functions of a public agency
- Working independently in the absence of supervision
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Understanding the functions and roles of members of the Board of Directors
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, business administration or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable office administrative and secretarial experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professional
Census Code: 0710 – Management Analysts
Safety Sensitive: No