



## DISTRICT SECRETARY

**JC:** XF150  
**PB:** DS  
**FLSA:** Exempt

**PC:** 950  
**BU:** 95  
December 2000

*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**

Under administrative direction of the District Board of Directors, serves as the District's official representative in certain contract matters, in legal service, at public hearings, and for the receipt of federal and state grants; acts as official recorder of Board and committee actions for the District; acts as official recorder of Board actions for the Transit Financing Authority Board and for the Capitol Corridor Joint Powers Authority Board; administers the District's Conflict of Interest Code; administers the Conflict of Interest Codes for the Transit Financing Authority and the Capitol Corridor Joint Powers Authority; oversees certain administrative procedures for elections of the District's Board of Directors; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This single position class is a Board appointed, statutory officer of the District. In addition to providing ongoing support to the Board as an entity and to individual Board members, the incumbent acts as official recorder of District business and ensures that elections and other actions are carried out within procedural and regulatory restrictions.

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

1. Provides support to the District's Board of Directors. Carries out varied special assignments as directed by the Board or requested by the General Manager.
2. Directs and assists in the arrangements for Board meetings and the assembly and noticing of Board meeting agenda items.
3. Ensures that complete agenda materials are distributed to the Board in a timely manner.
4. Coordinates activities with other Board appointed officers and District staff.
5. Attends Board and Committee meetings and provides for the production and distribution of official minutes and resolutions. Directs the maintenance of certain official District files and records.
6. Acts as liaison and facilitates communication between the Board and District Management. Notifies

and briefs directors on various matters of interest or concern.

7. Provides management of all Board correspondence and communication with the public, other public and private agencies and with BART management.
8. Provides for appropriate responses to correspondence received by the Board and the General Manager. Prepares correspondence and other materials for individual directors.
9. Receives and facilitates requests from the public for records.
10. Directs the preparation and administration of the Board's web site.
11. Receives and oversees the processing of legal documents.
12. Administers the conflict of interest codes of the District, the Transit Financing Authority, and the Capitol Corridor Joint Powers Authority.
13. Oversees District Board election procedures. Ensures that election materials are received and statements filed with the proper authorities.
14. Provides orientation to newly elected members of the Board.
15. Provides for the advertisement of requests for proposal and invitations to bid, for the sale and registration of contract documents and for the receipt and distribution of bid and award protests. Directs the receipt and opening of proposals and formal bids. Provides for contract award notification and other bid/contract administration functions.
16. Manages the administrative functions for the Office of the District Secretary.
17. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office.
18. Directs the preparation and administration of the office's budget.
19. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff. Selects assigned personnel and provides for their training and professional development.
20. Prepares a variety of periodic and special reports regarding office activities.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and activities of a public agency's Office of the Secretary
- The functions and role of an elected Board of Directors
- Administrative principles and methods, including goal setting, budget preparation and administration, program development and implementation and employee supervision
- Bid/contract administration, public agency record keeping and retention, minute keeping and retention, and business letter writing
- Applicable laws and regulations, including open meeting, competitive bid, election and financial interest disclosure procedures

**Skill in:**

- Acting as liaison between the Board and District management
- Providing responsible support to the Board of Directors
- Planning, organizing, assigning, directing, reviewing and evaluating the activities of support staff
- Selecting, training, motivating and evaluating assigned staff
- Developing, implementing and interpreting goals, objectives, policies, procedures and work standards
- Analyzing complex problems, evaluating alternatives and making creative recommendations
- Exercising sound independent judgment within general policy guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Representing the District effectively in meetings with others
- Preparing clear, concise and competent reports, correspondence, and other written materials

**MINIMUM QUALIFICATIONS**

**Education:**

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

**Experience:**

Eight (8) years of (full-time equivalent) verifiable management, supervisory, or professional administrative experience.

**Other Requirements:**

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

Must be willing to attend occasional evening meetings and to travel out of the immediate area.

**Substitution:**

Additional professional 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:** 0100 - Board Appointed Position  
**Census Code:** 0010 - Chief Execs and Legislators  
**Safety Sensitive:** N