



DISTRICT SECRETARY

JC: XF150
PB: DS
FLSA: Exempt

BU: 95 (NR)
Created: December 2000
Revised: February 2018

*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 Secretary of the District for meetings of the Board of Directors and related committees and acts as official recorder of Board and committee actions for the District, the Transit Financing Authority Board and the Capitol Corridor Joint Powers Authority Board; administers the Conflict of Interest Code for the District, 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. Manages the activities and operations of the Office of the District Secretary. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office.
2. 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. Coordinates activities with other Board-appointed officers and District staff. Acts as liaison and facilitates communication between the Board and District Management. Notifies and briefs directors on various matters of interest or concern.
3. Directs and assists in the arrangements for Board meetings and the assembly and noticing of Board meeting agenda items. Ensures that complete agenda materials are distributed to the Board in a timely manner. 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.

4. Provides management of all Board correspondence and communication with the public, other public and private agencies and with BART management. Provides for appropriate responses to correspondence received by the Board and the General Manager. Prepares correspondence and other materials for individual directors.
5. Receives, facilitates and coordinates responses to requests from the public for records under the California Public Records Act. Receives and oversees the processing of legal documents.
6. Oversees District Board election procedures. Ensures that election materials are received and statements filed with the proper authorities.
7. Administers the conflict of interest codes of the District, the Transit Financing Authority, and the Capitol Corridor Joint Powers Authority.
8. 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.
9. Directs the preparation and administration of the Board's web site.
10. Provides orientation to newly elected members of the Board.
11. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff. Selects assigned personnel and provides for their training and professional development.
12. Directs the preparation and administration of the office's budget.

QUALIFICATIONS

Knowledge of:

- Operations and activities of a public agency's Office of the Secretary
- Functions and role of an elected Board of Directors
- Principles and practices of electronic document and records management
- Administrative management principles and methods, including goal setting, budget preparation and administration, program development and implementation
- 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
- Principles and practices of business computer user applications, functions, and programs
- Principles of supervision, training and performance evaluation

Skill/Ability 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
- Maintaining confidentiality and neutrality 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. Maintaining accurate records and files

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time equivalent) verifiable extensive, increasingly responsible administrative support experience in a local public jurisdiction or special district, at least three (3) years of which must have included management or supervisory responsibilities.

Other Requirements:

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 Executives and Legislators

Safety Sensitive: No