

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
ADMINISTRATIVE ANALYST/BOARD CLERK**

**CLASS TITLE: ADMINISTRATIVE ANALYST/BOARD CLERK**

**DEFINITION**

Under general supervision, plans and organizes the activities of the Board Clerk function, including preparation of Board agendas, minutes, actions, ordinances, and resolutions, and maintaining official District documents and records. Provides highly responsible, complex, and confidential administrative support to the General Manager and Board of Directors. Performs a variety of administrative and analytical support functions related to the activities and operations of the District and serves as a liaison to the Board of Directors and external contacts, including consultants, other agencies, and the public. Performs special project research as needed.

**DISTINGUISHING CHARACTERISTICS**

This single-position class reports directly to the General Manager. The scope of work is moderately difficult in nature, and the incumbent performs a full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no immediate supervision. Work is of moderate complexity; duties are diversified and require strict attention to detail and timelines. While there are no supervisory duties, this position may monitor the work of others on specific projects.

**EXAMPLES OF DUTIES**

*Duties may include, but are not necessarily limited to:*

- Prepares, produces, and posts notices, agendas and agenda packet materials for all meetings of the Board of Directors, including overseeing distribution and delivery while ensuring compliance with all public noticing of meetings and the conduct of closed sessions requirements.
- Coordinates and attends all Board meetings and some advisory committee and special meetings. Prepares official meeting minutes for General Manager and for Board adoption. Schedules zoom meetings and coordinates videoing of monthly Board meetings.
- Manages the calendar of events and meetings for the Board and General Manager, coordinating and scheduling available dates and times with attendants, staff, consultants, governmental agencies; provides reminders and appointment confirmations. Maintains Board member meeting attendance records for payroll purposes.

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- Manages all aspects of the Board of Directors election/appointment process, including completing and submitting all documentation requirements to the San Mateo County Elections Office; handles procedure for filling Board vacancies as required and prepares Oath of Office documentation; ensures timely filing of Form 700 and Form 806 by Board members and management staff.
- Provides general administrative support to the General Manager. Serves as a liaison to the Board of Directors, the District's Counsel, Engineers, consultants; District Staff; and the public.
- Maintains all District records and ensures the Board's compliance with required training and certifications including ethics training, sexual harassment prevention training and assists in preparing and overseeing Board orientation training program.
- Responsible for maintaining the District Transparency Certificate of Excellence Certification Program administrated by the Special District Leadership Foundation.
- Assists with preparing responses to findings and recommendations from Superior Court Grand Jury Reports; also coordinates responses to Public Records Requests.
- Maintains District's files and tracks all District adopted Resolutions and Ordinances and Board Meeting Minutes.
- Composes and drafts correspondence, resolutions, and staff reports; handles incoming phone calls; meeting scheduling, responds to requests for information from Board members and the general public.
- Coordinates with the District's website consultant to maintain a current website, including posting of Board meeting agendas, meeting videos, meeting minutes, special notices, rate information, and annual reports.
- Provides contract administration, including preparing professional services agreements and contracts and coordinating with the District's Engineer and Legal Counsel on bid and other documents. Prepares notices of completion, staff reports, board agenda items and other contract documents for District projects.
- Establishes and maintains a variety of filing systems, tracking systems, records and reports of general and confidential information for the General Manager. Serves as the Laserfiche Administrator including maintaining Laserfiche file organization, scanning and filing historical documents, and assisting staff in creating templates for scanning.

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- Administers the District's Emergency Response Plan (ERP), including updating and maintaining ERP binders and documentation; maintains ERP records, including after-action reports and employee emergency response training; coordinates and schedules quarterly ERP meetings and prepares agendas and minutes.
- Responsible for picking up and processing the District's daily incoming mail.

**MINIMUM QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Training and Experience:**

Graduation from a high school or equivalent; a College Degree or advanced clerical training is highly desirable. A minimum of five years of progressively responsible experience in an executive-level administrative position, including providing administrative support within a public agency or a private organization. Exceptional oral and written communication skills are required.

**Knowledge of:**

- Office administrative practices and procedures such as business letter and report writing, correct grammar, spelling and punctuation; organization and record keeping and functions of a public agency or private organization, including understanding of roles of elected officials and appointed committee members and governmental procedures.
- MS Office programs (including Word and Excel); Enterprise Systems; web and file/database management applications.
- Modern office equipment; office management techniques; filing systems and budgeting principles/practices.
- Laws and practices impacting public agencies including Ralph M. Brown Act and policies, procedures, and protocol that governs the District's Board of Directors and their meetings and interactions with other Board members, staff and members of the public.

**Ability to:**

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- Prioritize multiple tasks, meet deadlines and to use initiative, discretion and judgement within established procedures and guidelines including handling confidential files and materials.
- Effectively present information and respond to questions from the Board of Directors, District Legal Counsel, District Management, consultants, customers, and the general public.
- Exercise good judgment, keep calm, and make appropriate decisions in unpredictable and demanding situations and under pressure.
- Keep current with laws/regulatory requirements applicable for the District, and lead efforts to ensure that the District is compliant.
- Establish and maintain effective, pleasant, cooperative, and professional working relationships with employees, officials, and the general public.
- Communicate well orally and in writing, and with tact and diplomacy.
- Conduct detailed and thorough research, extract, coordinate, and summarize information.

**PHYSICAL REQUIREMENTS**

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry (maximum 35 pounds)
- Reach, twist and bend

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*