



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT BOARD ADMINISTRATOR

<b>Group-Section:</b> Office of the Assistant General Manager/Chief Administrative Officer	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 56 <b>Job Code #:</b> YC63
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### JOB SUMMARY

This position is responsible for serving in a lead role for the Board Letter process and overseeing distribution of board meeting materials to the Board of Directors, member agencies, and public; leading and coordinating executive review of board letters; planning, budgeting, and coordinating monthly catering for the Board of Directors, including special events and meetings required by the board; and developing recommended policies and procedures for the office of the Board Administrator related to supporting the Board of Directors and the Chair of the Board. This position also provides administrative support to the Chair of the Board, including scheduling appointments, meetings, and outside activities, written correspondence, and general administrative functions. As well, this position serves as the point person for the Board Document Management System (BDMS) and leads the development of board letter training and the training of board letter coordinators, committee coordinators, and managers with matters relating to board support.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the Board Administrator.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Serves as the lead for the board letter process, including tracking letters, presentations, and reports within Metropolitan's system, and oversees distribution of board meeting materials to the board of directors, member agencies, and public; proofreads all letters for Board and Committee agendas and ensures consistency of letters; and serves as lead Board Letter Coordinator and coordinates executive review of board letters.

2. Assists the Board Administrator with preparing the agenda for monthly Board of Directors meetings, standing and special committee meetings, and ad hoc committees of the Board of Directors to ensure timely and efficient operations of all Board related activities.
3. Assists the Board Administrator in coordinating all meetings of the Board of Directors which includes staff activities and various Metropolitan issues to ensure that all Board of Directors meetings are conducted in accordance with internal policies and parliamentary procedures.
4. Serves as point person for all aspects of the Board Document Management System (BDMS), including working with Information Technology staff for design and development of the system; and District wide administration of the board letter process, including training end-users from various organizational groups.
5. Ensures proper tracking of director related timelines, such as reappointments, end of term, chair assignments, etc.; creates and maintains calendar identifying key dates related to the Board; and ensures proper filing storage of committee minutes and documentation.
6. Assists the Board Administrator with the evaluation, recommendation, and implementation of technology solutions for use in Board and committee meetings; and coordination with Information Technology staff on Board and committee days to ensure that all Audio/Video and other technology used in the meetings is working correctly and ready to be used ahead of the meetings starting.
7. May attend Board and assigned committee meetings on behalf of the Board Administrator; ensures compliance with legal requirements governing public notice of Board meetings and the conduct of closed sessions; takes minutes; prepares and types Board and committee meeting minutes; reviews all minutes for committees before distribution to Board of Directors; and prepares the official minutes and summaries of Board meetings.
8. Trains board letter coordinators, committee coordinators, and managers with matters related to board support.
9. Reviews and distributes information electronically to the board of directors, member agencies, and the public as applicable.
10. Develops policies and procedures for the office of the Board Administrator relating to support of the Board of Directors and the Chair of the Board.
11. Provides administrative support to the Chair of the Board, including scheduling appointments, meetings, and outside activities, written correspondence, and general administrative functions as needed.
12. Plans, budgets, and coordinates monthly catering for the board of director meetings, as well as special events and meetings required by the Board.
13. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Board Specialist.

**Required Knowledge of:** Board Letter Process, current office procedures, methods, and equipment including multi-line phones, copiers, facsimile machines, and computers; filing systems, business correspondence, report writing procedures, policies and operations with respect to functions performed; English usage, spelling, grammar, and punctuation.

**Required Skills and Abilities to:** Independently perform complex administrative tasks; organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; maintain confidentiality and use independent judgment; maintain and update records and files, including a wide variety of office records and reports of some complexity; assess and set daily work priorities; business systems, and proficient in the use of Microsoft Office software; operate office equipment including computers and relevant supporting applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

### **Desirable Qualifications**

None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

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Supersedes:

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**Vision Requirements:** No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.