



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BOARD EXECUTIVE SECRETARY

Group-Section: Office of the General Manager	FLSA Status: Exempt Bargaining Unit: UNREP	Salary Grade: 72 Job #: U04
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JOB SUMMARY

This position is responsible for overseeing and coordinating a variety of administrative, ministerial, and administrative support functions for the Board of Directors and related committees, Metropolitan staff, member agencies, and the general public. This position shall serve as the executive secretary per the MWD Act and Administrative Code and is responsible for performing the responsibilities as defined within both.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Supervision Received: Receives direction from the General Manager and/or Board of Directors.

Supervision Given: Manages and supervises a staff of professional and paraprofessional employees.

JOB DUTIES

1. This position is responsible for performing the duties of the executive secretary as mentioned in the MWD Act and Administrative Code.
2. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
3. Oversees and coordinates all meetings of the Board of Directors which include staff activities and various Metropolitan issues to ensure that all Board of Directors meetings are conducted in accordance with internal policies and parliamentary procedures; interfaces with Board members, Metropolitan managers and staff, member agencies managers, and the general public on a regular basis on various Metropolitan issues; reviews scripts for the Board Chairman on a monthly basis to ensure agenda items can be addressed by the Board Chairman in accordance with pre-established parliamentary procedures.
4. Attends Board and assigned committee meetings; 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; prepares the official minutes and summaries of Board meetings; and serves as custodian of official Board records.
5. Oversees the evaluation, recommendation, and implementation of technology solutions for use in Board and committee meetings; and coordinates 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.

6. Directs the preparation of the agenda for monthly Board of Directors meetings, and similar agendas for standing committees, special committees, and ad hoc committees of the Board of Directors to ensure timely and efficient operations of all Board-related activities.
7. Oversees the Board Letter process, including tracking letters, presentations, and reports within Metropolitan's system; proofreads all letters for Board and committee agendas and ensures consistency of all letters; and the development, revision, and implementation of related processes and procedures.
8. Provides administrative support for Directors; responds to telephonic and written requests of Directors; processes incoming mail; reviews Board expenditures for compliance with policy and procedures; maintains filing system for committee actions; maintains a record of all ordinances, resolutions and orders passed or adopted by the Board; accepts legal service and claims on behalf of the District.
9. Assists executive secretarial and administrative staff as needed.
10. Perform other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, lead, or supervisory capacity.

Required Knowledge of: Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; parliamentary procedures relating to Board meetings; budget practices and procedures; District Administrative Code; Metropolitan Water District Act; business letter practices; basic report preparation; methods and techniques for maintaining complex filing and retrieval systems; English usage; spelling, grammar and punctuation; office procedures and equipment.

Required Skills and Abilities to: Prepare Board minutes and scripts; organize and maintain records of ordinances, resolutions, orders, minutes, scripts, and other Board-related documents; interface with Board members on sensitive and confidential issues; take and prepare minutes; interpret and explain District policies and procedures; prepare letters, reports and other documents; work under the pressure of deadlines; perform responsible administrative work involving the use of independent judgment and personal initiative; use current office equipment including computers and supporting applications; plan and organize the work of the team; encourage and facilitate cooperation; determine training needs of staff; and establish collaborative working relationships with all levels within Metropolitan.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position are required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Job Title: Board Executive Secretary

Job Code: U04

Adopted: 11/02/16

Effective: 06/25/23

Revised: 04/18/24

Supersedes:

Licenses

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

Registrations

- None

DESIRABLE QUALIFICATIONS

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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.

Vision Requirements: None