

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title:	<u>Board Executive Secretary</u>
Bargaining Unit:	<u>01- Unrepresented</u>
Class Code: <u>U04</u> Grade: <u>64</u> EEOC Category: <u>6</u> Overtime Exempt: <u>Y</u>	
Physical Class:	<u>2 - Light</u>
Group:	<u>Executive Offices</u>
Reports to:	<u>Board of Directors</u>

JOB SUMMARY

Receives direction from the Board Support Manager and provides functional supervision to employees within Groups who act as board letter coordinators and committee coordinators. Responsible for 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.

ESSENTIAL FUNCTIONS -*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. 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.
2. Attends Board and assigned committee meetings; takes minutes; prepares and types Board and committee meeting minutes; reviews all minutes for committees before distribution to Board of Directors.
3. Prepares 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; proofreads all letters for Board and committee agendas and ensures consistency of all letters.
4. 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.
5. Assists executive secretarial and administrative staff as needed.

**Metropolitan Water District of Southern California
Board Executive Secretary**

6. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

An associate's degree from an accredited college or technical school and five years of executive secretarial work experience,

OR

Two years of executive secretarial experience may substitute the degree requirement.

CERTIFICATES, LICENSES, AND REGISTRATIONS

None

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: 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.

Skill and ability 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 business applications such as word processing, spreadsheets and presentation.