



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## BOARD SPECIALIST

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| <b>Group-Section:</b> Various | <b>FLSA Status:</b> Exempt<br><b>Bargaining Unit:</b> ACE | <b>Salary Grade:</b> 45<br><b>Job Code #:</b> YC06 |
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### JOB SUMMARY

This is the journey level performing Board Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** Receives direction from the Board Executive Secretary.

**Supervision Given:** May act as a lead. May Coordinate and review 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. Maintains appointment calendar for Board of Directors; schedules/coordinates meetings and appointments; makes room arrangements; provides pertinent information; makes business travel arrangements; and prepares Director's expense reports.
2. Assists with typing, editing, and composing a variety of letters, memoranda, reports, charts, tables, forms, etc.; prepares agendas; transcribes minutes; composes documents from handwritten or verbal instructions; reviews documents for completeness and accuracy including proper format, grammar, spelling, punctuation, and adherence to policy and procedure; extracts and compiles data and other information for reports; and copies and distributes information.
3. Receives and screens phone calls and visitors on behalf of Board of Directors; prioritizes and routes as appropriate; obtains and/or gives information; answers routine inquires; and explains or clarifies policies and procedures.
4. Reviews monthly Board Letter Compact Disc for formatting and grammar and makes changes as needed for final version.
5. Develops, maintains, and manages accurate and organized manual or computerized filing systems; searches, locates, retrieves and/or tracks files in order to provide requested information; and creates new files and filing systems when needed.

6. May be responsible for ordering of supplies and processing purchase requisitions.
7. 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 four years relevant experience; or two years as a MWD Analyst II level in the related field (effective through June 2015).

**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; and 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.

**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.