



JOB DESCRIPTION: CLERK

BASIC FUNCTION

Under the administrative direction of the Assistant Executive Director performs a variety of complex, difficult, technical, and administrative duties for the Executive Director and Assistant Executive Director. Serves as Clerk of the Board for CVAG, the Coachella Valley Conservation Commission (CVCC) and Desert Community Energy (DCE). Maintains governing documents, policies and records for CVAG and its agencies.

REPRESENTATIVE DUTIES

Responsibilities may include, but are not limited to, the following:

- Serves as Clerk of the Board for the Governing Boards for CVAG, CVCC, and DCE; and clerk the meetings of all other committees.
- Prepare and distribute CVAG, CVCC, and DCE agendas, minutes, and notices.
- Updates and maintains all agenda distribution lists; keeps record of General Assembly member changes; and maintains contact information of elected officials.
- Maintain committee rosters, updating them as necessary.
- Ensure legal requirements of the Brown Act are adhered to for all CVAG, CVCC and DCE committees; maintain audio recordings; completing and filing of the minutes of all committee meetings.
- Maintain governing documents of CVAG, CVCC and DCE, updating By-Laws when necessary.
- Respond to complaints and requests for public information, working with staff to meet the requirements of the Public Records Act (PRA).
- Periodically updates and maintains the Records Retention Policy for CVAG, CVCC and DCE.
- Serve as Custodian of Records, certifying that documents are a true and exact copy of CVAG documents.

- Prepare Secretary of State Registry of Public Agency reports and file them for CVAG, CVCC and DCE boards, updating them as required upon changes to committee board membership.
- Responsible for meeting requirements of the Fair Political Practices Commission (FPPC) in relation to filing the Conflict of Interest Forms for CVAG, CVCC and DCE, update each agency Conflict of Interest Code on a biennial basis as required.
- Manage the collection of electronic Form 700 files, including notifications and tracking for designated titles; maintain the electronic filing system; and manage contract with filing system operator.
- Coordinates responses to all tort claims and interface with claimant and their representatives.
- Communicates with elected officials and committee members for inquires related to meeting attendance stipends and other attendance matters.
- Maintain CVAG resolutions and policies; and issue numbers as needed.
- Maintain CVAG annual meeting schedule and roster.
- Provide support for the hosting of all virtual committee meetings at CVAG, CVCC and DCE.
- When necessary, update CVAG's Policies and Procedures Conduct of Meetings manual.
- Update the CVAG records retention schedule; work with Management Analyst-Administrative Services to organize office cleanup of paper and electronic files; and respond to staff inquiries regarding the status of documents in question.
- Organize the annual General Assembly, including working with venue, jurisdictional staff, speaker(s), and the inviting of guests.
- Clerk committee meetings both in-person and via electronic platforms.
- Assemble information from various sources and arrange into proper format; proofread written materials to identify errors in punctuation, spelling, and grammar; set up and maintains office files, records, and contact lists.
- Delegation to support staff when necessary.
- Additional duties as assigned by the Executive Director and Assistant Executive Director.

MINIMUM QUALIFICATIONS

Equivalent to the completion of the twelfth grade including or supplemented by specialized courses in municipal clerking; college education preferred, plus five years of increasingly responsible clerical secretarial experience, including two years as agency Clerk of the Board.

DESIRED QUALIFICATIONS

- Command of modern office practices, methods, and proficiency in Microsoft Office programs.
- Knowledge of English usage, spelling, grammar, and punctuation; business letter writing, and other administrative procedures; statistical and records management; organization, and procedures; basic functions and organization of municipal government; and computers, particularly word processing, electronic meeting presentation programs and agenda management systems; agenda and minute preparation; and compiling research, summarizing a variety of informational materials.
- Perform difficult and responsible administrative and clerical work with speed and accuracy; take notes and write summaries of meetings; compose reports and conduct correspondence without review; work independently in the absence of supervision; employ independent judgement and make sound decisions in accordance with established procedures and policies; establish and maintain effective working relations with a wide spectrum of elected officials, employees and the public; and execute administrative and other detail for the Executive Director and Assistant Executive Director.
- Stay current on rules, regulations, laws, etc., that impact CVAG and ensure that the Agency's policies, procedures, and other operational documents are current and in compliance.

PHYSICAL CONDITION

Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time.

LICENSES AND CERTIFICATES

Valid California Driver's License, Class C.

CLASSIFICATION

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