



BOARD CLERK/PROJECT MANAGER

DEFINITION

Under general direction, performs specialized work in support of the Executive Director and others; serves as Board Clerk meeting all statutory provisions; assists with the management and implementation of agency programs and projects; plans and assists with the development and administration of grants; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Board Clerk/Project Manager is a single incumbent professional classification, which works with minimal supervision and performs tasks independently. Incumbents are fully aware of the operating procedures and policies of the agency pertinent to the area of assignment and exercise considerable discretion and judgment in performing assigned responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director or their designee. May exercise supervision over assigned interns and administrative staff.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by each individual.

- Serves as Board Clerk for the Regional Water Authority (RWA) Board, the RWA Executive Committee, and the Sacramento Groundwater Authority (SGA).
- Participates in agenda review; drafts agenda items; prepares and distributes agendas and related materials; ensures proper noticing of public meetings; secures and prepares off-site meeting locations; attends and records meeting proceedings and prepares minutes.
- Maintains official agency records and files; serves as administrator of the agency's records retention program; assists staff on proper handling and response to public records requests in accordance with relevant laws and transparency requirements.
- Assists in managing the annual election for RWA and tracking the City and County appointments to various agency boards and committees.
- Assists the Executive Director in organizing, coordinating, and managing major projects and programs with high visibility and regional impact; coordinates administrative functions, including budget preparation, financial management, contract administration, and personnel/consultant administration.
- Acts as a liaison with Federal, State, and local agencies, individual board members, water associations, the Water Forum, and the public; creates partnerships with various agencies for program support.

- Assists in the development, preparation, and administration of grant applications and agreements; develops contractual agreements with consultants and water suppliers to implement grant awards.
- Coordinates with agency management, participating agencies, and committees to develop and prepare work plans, business plans, deliverables, timelines, and program budgets.
- Provides professional level administrative support to RWA management and programs as required.
- Monitors and maintains compliance with pertinent federal, state, and local laws, codes, regulations, and ordinances; assists in implementing procedures to ensure compliance with applicable laws and regulations.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of Board Clerk functions and requirements and municipal government operations and organization.
- State Elections Code; State Government Code as it relates to the agency; State Fair Political Practices Commission guidelines and procedures, and the Brown Act.
- Principles of planning and administering a municipal election.
- Principles, practices, and procedures of records management, including retention of records, electronic imaging, automated information retrieval systems, and computer systems related to maintaining municipal records.
- Principles and practices of management, organizational planning, and public relations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service in person and over the telephone.
- Modern office procedures, methods, computer software and hardware.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Effectively manage and carry out the duties of Board Clerk.
- Coordinate, prepare, and attend off-site board and committee meetings.
- Prepare accurate, clear, and concise minutes, reports, correspondence, policies, procedures, and other written materials; deliver oral presentations as requested.
- Understand, interpret, and apply administrative and agency policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Provide advice, guidance, and training to elected officials, appointed individuals, and agency staff regarding legislative processes, compliance, and governance.

- Read, interpret, and understand grant requirements; prepare and maintain all grant documents, records, and materials in the manner required.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain confidentiality of records and information.
- Independently compose resolutions, ordinances, public hearing notices, and correspondence consistent with appropriate formats and legal requirements.
- Collect, review, organize and disseminate a variety of documents.
- Complete time sensitive projects within deadlines.
- Implement and maintain filing and retention systems, utilizing modern technology and methods.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively operate a computer and standard business software programs and databases related to the area of assignment.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the knowledge, skills, and abilities necessary to perform the duties of the position. A typical way to obtain the knowledge and abilities would be:

- Equivalent to an associate's degree or equivalent college semester hours/credits from an accredited college or university in business or public administration, public policy, or a closely related field.

AND

- Four (4) years of administrative experience in a public agency, including at least two (2) years supporting senior management and elected officials and one (1) year coordinating and monitoring grants, programs, or projects.

Licenses and Certifications:

- Certification as Notary Public.
- Certification as a Certified Municipal Clerk.
- Possession of a valid California Class C Driver's License with a satisfactory driving record.

PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS:

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although

standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds; and are required to regularly attend off-site board, committee, and other meetings.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Working Conditions

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.

Class History

Established: March 2025

Revised: