

SAN GORGONIO PASS WATER AGENCY

BEAUMONT, CALIFORNIA



EMPLOYMENT OPPORTUNITY FOR **EXECUTIVE ASSISTANT/ CLERK OF THE BOARD**

HR Dynamics & Performance Management

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THE POSITION AND OPPORTUNITY

Under general direction, provides responsible and complex administrative support to the General Manager and Board of Directors, including records management, election management, and public information and filing officer services; coordinates assigned activities with other Agency functions, officials, outside agencies, and the public; fosters cooperative working relationships among Agency staff and with state and local intergovernmental and regulatory agencies, and various public and private groups; performs sensitive and confidential administrative and secretarial support functions; and participates in the development, implementation, and administration of administrative policies, procedures, and programs; and performs related work as required.

This position works as a key member of a small and highly collaborative staff of five, with responsibility for providing complex administrative support to the General Manager and a seven member Board of Directors in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and Agency functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the assigned functions with those of other Agency operations and outside agencies, and performing diverse, specialized, and complex work involving a high level of independent judgment, accountability, and decision-making responsibility.

This is an Exempt (salaried) position which reports directly to the General Manager and does not exercise supervision over others. The position is advertised as a result of the upcoming retirement of the current incumbent.

COMPENSATION AND BENEFITS

Salary Range: \$97,250 - \$132,296 Annually DOQ

An offer may be made within this range, dependent on the qualifications and experience of the finalist candidate.

Retirement: CalPERS 3% @ 60 plan for Classic members.; 2% @62 for new members (or those with previous membership and a break in service greater than six months), known as PEPRA members. Classic members pay 3% of the employee's share. PEPRA members pay the full employee contribution as determined by CalPERS. The Agency also participates in Social Security.

Health/Dental/Vision: The Agency pays the full cost of health for employee and dependents through CalPERS (value of \$1,967/mo). If covered elsewhere, employees who opt-out are eligible for 75% of the plan cost. Employees also receive up to \$2,000 annually for medical expense reimbursement. The Agency also covers the full cost of dental and vision plans. An optional Flexible Spending Account is available.

Deferred Compensation: The Agency provides a 5% matching contribution; plus an additional 5% is provided for PEPRA members. Employees may also participate in a voluntary 457 plan.

Supplemental Plans: The Agency provides fully paid Short and Long Term Disability plans.

Flex Schedule: Employees enjoy a 9/80 work schedule with one day off every other Friday.

Holidays: The Agency offers 12 paid holidays.

Vacation: Starting vacation accrual rate is negotiable based on prior years of experience and current accrual rate.

Sick Leave: Employees accrue one day of sick leave per month.

Personal Time Off: Employees receive two days of personal leave per fiscal year.

Group Life Insurance: A program of basic life insurance is available to all regular full-time employees.

Cell Phone Allowance: The Agency provides \$65 per month.

Professional Development and Membership Dues: The agency pays for job related professional development and dues.

CURRENT AND FUTURE CHALLENGES

Examples of current and future challenges and projects for this position include:

- Update and modernize the Agency's Standard Operating Procedures (SOP's).
- Implement automation/technology to increase efficiency and effectiveness.
- Organize the Agency's filing systems, including the use of SharePoint for filing, retention, and accessibility by all staff.
- Update and maintain the Agency's website.
- Establish and develop a strong liaison role between the Executive Assistant/Clerk of the Board and the Board of Directors.
- Assist the General Manager in supporting the day-to-day administrative duties of the General Manager.



THE ORGANIZATION

The San Gorgonio Pass Water Agency ("SGPWA" or "Agency") was established in 1961 by the California State Legislature. SGPWA is a public agency governed by a publicly elected seven member Board of Directors. The Agency boundaries extend through the cities of Calimesa, Beaumont and Banning, and the Riverside County areas from Cherry Valley to Cabazon. The Agency boundaries also include a small area in San Bernardino County. The Agency is one of 29 State Water Contractors. Each Contractor is responsible for the importation of water through the State Water Project (California aqueduct) into each Contractor's service area. The Agency's mission is to import supplemental water and to protect and enhance local water supplies for use by present and future water users, and to sell imported water to local water districts within the service areas of the agency. The Agency's vision is to partner with other local stakeholders to assure that growing regional water needs are met, optimizing the use of existing resources, without adverse impacts on local groundwater basins. The Agency has three primary roles: 1) State Water Contractor, 2) Groundwater Basins, and 3) Water Conservation and Education.

The General Manager reports to and serves at the pleasure of the Board of Directors, and is responsible for the administration and the activities of the Agency under the direction and guidance of the Board of Directors. The Executive Assistant/Clerk of the Board assists the General Manager in a highly responsible and supportive role in this regard.



EXAMPLES OF DUTIES*

- ◆ Serves as the Clerk of the Board of the Board of Directors and any Committees; attends meetings and records all official proceedings; prepares public notifications, agendas, agenda packets, minutes, correspondence, and other documents; oversees the publication, filing, indexing and safekeeping of all proceedings of the Board; follows up to ensure the proper execution of Board documents.
- ◆ Provides administrative support to the General Manager by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the Agency at meetings as assigned; acts as a liaison between the General Manager and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- ◆ Develops and participates in the operations of the Agency-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for Agency records; develops and updates records retention policies and procedures; researches Agency documents, historical information, and other information.
- ◆ Ensures compliance with the Public Records Act, Freedom of Information Act, and Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection during office hours and that every person's right to inspect any public record of the Agency is upheld.
- ◆ Plans and conducts board elections; ensures conformance with the Political Reform Act and government codes; coordinates elections with the County; administers and files oaths of office.
- ◆ Serves as Filing Officer and Filing Official for the Political Reform Act.
- ◆ Oversees contract administration for the Agency; ensures documents are initiated, signed in a timely manner, and insurance requirements are met.

**The above list is intended to provide a few examples. Refer to the Agency's full job description for additional duty statements.*

QUALIFICATIONS

The position requires a background which includes a combination of education and experience that provides the knowledge, skills and abilities necessary to be successful as the Executive Assistant/Clerk of the Board.

Education: Equivalent to an Associate of Arts degree in public or business administration. A Bachelor's degree is preferred. **AND**

Experience: A minimum of five years of increasingly responsible office administrative experience, preferably in a public agency. Experience in Special Districts, Brown Act compliance, and in working with an elected Board is preferred including the preparation of public notifications, agendas, agenda packets, minutes, correspondence, and other documents; and in overseeing the publication, filing, indexing and safekeeping of all proceedings of the Board.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.
- Possession of, or ability to obtain, a Notary Public certification is highly desirable.
- Possession of, or ability to obtain, a Certified Municipal Clerk (CMC) designation (or higher) from the International Institute of Municipal Clerks is highly desirable; or
- Completion of the Board Secretary/Clerk Certification program through the California Special Districts Association is highly desirable.



THE IDEAL CANDIDATE

The ideal candidate is a self-starter who is highly organized and able to anticipate the needs of the General Manager and Board of Directors in a fast-paced environment while exercising a high degree of autonomy. As the office manager, the Executive Assistant/Clerk of the Board must be an effective multi-tasker and able to work effectively and collaboratively as a key player within a small team, while demonstrating the ability to be nimble and versatile as it relates to organizational needs and priorities. The ideal candidate will possess stellar interpersonal skills, and be adept in coordinating with a wide-range of personalities. In addition, the ideal candidate will possess and demonstrate the following:

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures, including Public Records Act, the Freedom of Information Act, and the Brown Act, and election laws and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment, and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Coordinate public agency elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the Agency.
- Prepare official minutes, resolutions, and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and Agency in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.



TO APPLY

Please visit WWW.HRDPM.COM to apply. See "Open Recruitments" tab. Submit a resume and cover letter which clearly defines all relevant experience, education and training, as well as a complete summary of employment history. All required documents must be uploaded through the website in PDF format. Materials must be submitted no later than **5:00 p.m. on January 26th, 2024.**

If you have any questions, or would like to discuss the opportunity further, please do not hesitate to call or email:

Rhonda Strout-Garcia, Recruiter
c. 951-905-0025 or Rhonda@HRDPM.com
HR Dynamics & Performance Management

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THE SELECTION PROCESS AND SCHEDULE

Following the closing date, resumes will be screened in relation to the criteria defined in this brochure. Applicants with the most relevant qualifications will be invited to personal interviews with the HRDPM consultant on either **February 1st or 2nd, 2024.** The most qualified candidates will be invited to a panel interview to be held on **February 15th, 2024,** with the panel narrowing down to the finalists. The General Manager will conduct selection interviews on **February 20th, 2024.** Reference checks, conditional job offer, and background check will take place immediately thereafter. References will only be contacted for the finalist, upon prior notice being given. It is anticipated that the new Executive Assistant/Clerk of the Board will commence employment the **first week of March, 2024,** in order to provide a few weeks of overlap for training purposes with the existing Executive Assistant/Clerk of the Board prior to her retirement in April, 2024.

