

**CLERK OF THE BOARD
CHIEF EXECUTIVE OFFICER'S EXECUTIVE ASSISTANT
PERSONNEL MANAGER**

To serve as the Clerk of the Board, Executive Assistant to the Chief Executive Officer and Personnel Manager.

TYPICAL TASKS/ DUTIES

- Oversees the preparation of Board and Board Committee agendas and works with staff and consultants in the preparation of reports and other materials going to the Board
- Recording of minutes at all Board of Directors Meetings, Special Meetings and Committee Meetings
- Preparation of minutes for Board of Directors Meetings
- Prepare and distribute Board Packets (i.e. Agenda, Board Reports)
- Post legal notices
- Prepare Resolutions and maintain catalog
- Maintain record keeping for Conflict of Interest Code & Statement of Economic Interests (Form 700)
- Maintain CEO's calendar
- CEO Travel & Hotel & Seminar Arrangements
- Review Invoices
- Per the direction of the CEO, facilitates in the overall planning, development, and administration of the assigned human resources, employee development, or related administrative support programs
- Reviews and/or revises Personnel programs to ensure compliance with laws, regulations, policies, plans, and procedures.
- Manages the maintenance of personnel files and records, the preparation of reports, and the processing of all personnel actions, in conformity with agency policies, rules and regulations, fair employment practices, etc
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of Personnel development, and to ensure they are fully informed of HR objectives, purposes and achievements
- Investigates employees' complaints and grievances and explains policies, procedures, rules, etc.
- Maintenance of CEO Mail Tracking System

- Perform a variety of clerical duties such as filing, duplicating materials, receiving and transmitting messages and opening and routing mail; compose and type a variety of written materials such as letters, memoranda, requisitions, lists, reports and statistical data
- Prepare and maintain a variety of files, records and reports; maintain financial records related to the receipts and disbursement of funds
- Provide public information on Board meetings and Board action taken
- Communicate official plans, policies and procedures to the general public. Provide public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations
- Coordinate schedules for Special Committee meetings and notices
- Provide administrative support for office and technical staff
- Maintain policy/procedure manual

KNOWLEDGE AND SKILLS

To successfully perform the typical tasks and duties of the position, the knowledge, skills and/or abilities listed below are required.

- Theories, principles, and practices of corporate secretary administration and personnel management
- Rules and procedures for notices, minutes, reports and agendas of public agency
- Knowledge and understanding of federal and state laws related to human resources issues
- Interaction professionally with executive staff and various levels of Authority employees, outside representatives, consultants and public officials
- Think and act independently
- Handle highly confidential information
- Oral and written communication skills
- English usage, grammar, spelling, punctuation and vocabulary
- Pertinent Federal, State and local laws, codes and regulations
- Technique of proper telephone etiquette
- Principles and procedures of record keeping
- Principles of business letter writing and basic report preparation
- Health and safety regulations

- Statistical and fiscal record-keeping techniques and procedures
- Modern office procedures, methods and equipment including computers
- Operations of an office

ABILITIES

- Perform and coordinate office work involving independent judgment and requiring accuracy and speed
- Learn and interpret and explain policies, rules and objectives
- Establish and implement revised office procedures as needed and according to established guidelines
- Plan, organize and coordinate office activities; establish and maintain filing systems
- Compose correspondence, memoranda, reports and other materials independently or from oral instructions
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality of privileged information obtain in the course of work
- Work independently with minimal direction
- Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, fax, copier and scanner
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Provide information and assistance to the general public and other staff members in a helpful, courteous and timely manner

EDUCATION AND EXPERIENCE

This position requires five years of office/administrative; or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job. While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read

reports, summaries, digests, and other documents; to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employees eye contact and voice modulation and projection to convey or underscore points of information.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typical works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.