



Richard S. York
Chairman

Darin Grossi
Executive Director

TUOLUMNE COUNTY TRANSPORTATION COUNCIL

FLSA: EXEMPT

EXECUTIVE ASSISTANT/CLERK OF THE BOARD

DEFINITION

Under general direction, provides varied complex, and confidential office administrative support to the Executive Director and the Tuolumne County Transportation Council (TCTC) Board and the Tuolumne County Transit Agency (TCTA) Board including handling confidential materials and complex citizen and employee relations; conducts special projects; acts as the first point of contact for the Executive Director and the public to resolve issues and concerns; assists in coordinating TCTC/TCTA sponsored events and meetings; provides information to the public and staff requiring considerable knowledge of TCTC/TCTA services, policies, and procedures; manages the office administrative functions of the TCTC/TCTA Office; performs technical support work related to the responsibilities of the Executive Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

The Executive Assistant/Clerk of the Board classification is distinguished from other office administrative classes in the nature, scope, and diversity of responsibilities. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of TCTC/TCTA activities, and the ability to conduct independent projects. Incumbent is expected to plan, organize, supervise, review, and evaluate the work of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the Executive Director and Staff by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the Executive Director and other staff and the public, coordinating resolutions and following up with staff when appropriate.

- Coordinates and maintains multiple calendars and schedules meetings and appointments for the Executive Director; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.
- Coordinates agenda items and TCTC/TCTA activities with legal Counsel.
- Prepares agenda reports and assembles board agenda packets, official minutes, establishing meetings, legal notices, and other related material.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, press releases, legal notices, invitations, graphic materials, and specialized documents for the Executive Director and department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Provides information and assistance to staff, other agency personnel, Consultants, City, County, Caltrans, and the public, requiring the use of judgment and the interpretation of policies, procedures, or rules; assists in coordinating office activities with those of other agencies as necessary.
- Assists and participates in the preparation of the department's budget; reviews and ensures accuracy of budget documents; processes payment authorizations, invoices; tracks, enters, and maintains purchase orders in financial database system.
- Designs and implements file, index, tracking, and record-keeping systems; research records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records.
- Provides a variety of support to TCTC/TCTA Board, committees, and project teams; may prepare and distribute agenda packets, attend meetings, and prepare minutes, and follow-up on decisions as required.
- Receives and reviews all agenda items to ensure that all submittals are accurate, complete and in accordance with established procedures before forwarding to the Executive Director for final review.
- Coordination of events including lunches, dinners, ceremonial activities, public meetings and gatherings.
- Plans, organizes, and coordinates various TCTC/TCTA events, receptions, and meetings.
- Maintains the TCTC/TCTA website pages related to the functional area of assignment, including posting of agendas, minutes, various reports, and general informational materials; provides support to county staff for website related issues in absence of designated IT personnel; responds to or directs all incoming comments and inquiries on the website from the public.

- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- Assists in developing and implementing office objectives, policies, procedures, and work standards.
- Coordinates submittal of California Fair Political Practice Form 700's by staff and board members.
- Maintains policy and procedure manuals.
- Research and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.
- Processes various forms, applications, permits, or other documents requiring in-depth technical knowledge of the department's functions.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Schedules, facilitates, and monitors attendance for customer service training.
- May oversee and train assigned support staff to ensure office workflow is maintained and office goals are met; assigns work according to changes in workload priorities; evaluates office and administrative procedures and makes recommendations for modifications as necessary.
- Reconciles credit cards for all Staff; process claims for account payables as required.
- Performs general secretarial and support work including but not limited to scheduling appointments,
 - copying and filing documents and assembling materials for Executive Director.
 - Acts as Board Clerk as required.
- Manages Trip Program and other assigned TCTC/TCTA programs.
- Completes special projects as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies, including the role of an elected Board of Supervisors and appointed positions and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods of preparing and processing various records, reports, forms, and other documents peculiar to assigned department or program.
- Record-keeping, report preparation and filing systems and methods.
- Basic business arithmetic and statistical techniques.

- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

Ability to:

- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards.
- Perform complex and varied clerical/administrative work involving considerable independent judgment.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Plan, organize, schedule, assign, review, and evaluate the work of staff, train staff in work procedures.
- Analyze complex clerical problems, evaluate alternatives, and make sound recommendations.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate records and files.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.
- Type and/or word process accurately at speeds necessary for successful job performance.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Maintain a high degree of confidentiality.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.
- Perform required mathematical computations accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Work well under pressure.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

A typical way to obtain the required qualifications would be equivalent of a 12th) grade supplemented by specialized secretarial courses and three (3) years of responsible administrative office support experience assisting executive management. College-level coursework and/or office management experience is desired.

Licenses and Certifications:

- Possession of a valid California driver's license and a satisfactory driving record.
- California Clerk of the Boards **Association certification is desirable.**

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting 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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.