

July 12, 2022

TITLE: Deputy District Secretary
EMPLOYMENT TYPE: Exempt
DIVISION: Administrative (Executive Administration)
PAY RANGE: \$2,342.15 - \$3,513.23 weekly (\$121,792 - \$182,688 estimated annual)
APPLICATION DEADLINE: **Friday, August 5, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Deputy District Secretary reports to the Executive Officer, District Secretary, and will perform detailed, complex, and highly responsible administrative and technical work. This would include providing support for the Boards of Directors and committees of the San Mateo County Transit District ("SamTrans"), Peninsula Corridor Joint Powers Board ("Caltrain" aka "JPB"), and the San Mateo County Transportation Authority ("TA"). This position is a working supervisor assisting with the supervision of the day-to-day operations, with a majority of the work on Caltrain matters, and serves in the absence of the Executive Officer, District Secretary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide detailed, analytical, and responsible administrative support to the Executive Officer/District Secretary and to the General Manager/CEO, Executive Director, or Deputy General Manager/CEO.
- Ensure agenda materials, meeting minutes, and other documents and correspondence relating to the official functions of the Boards and its committees are prepared, posted, and processed in accordance with the law, other guidelines, and inflexible legal deadlines.
- Assist the Custodian of Record for Boards and committees matters; accurately maintain official votes and attendance and objectively document relevant information for the official record.
- Take and record accurate summary meeting minutes of Boards and committees' review and actions.
- Oversees the accurate, timely preparation, and follow through for the approval, proper dissemination, and retention of all Boards and committees' minutes, actions, and resolutions.
- Manage, track, and help troubleshoot Agenda management workflow processes and Public Records Act requests. Assist with Conflict-of-Interest Code updates and multiple state-mandated filings for Statements of Economic Interests (Form 700s), ethics, and preventing harassment certifications.
- Exercise sound judgment in proactively, tactfully, and professionally responding to inquiries from the public, staff, or Board members concerning any public proceedings, actions, or records requests.

EXAMPLES OF DUTIES:

- Schedule, coordinate, and attend Boards and committees' meetings, including the arrangement of facilities, security, legal public notices, posting online, and taking meeting minutes.
- Attend and support any special meetings or events which may be offsite and outside of regular business hours, including detailed logistics and event planning.
- Regularly and reliably review, track, organize, and compile agenda packet items by inflexible deadlines for agenda reviews, output and or any revisions/updates.
- Consistently and proactively remind staff of upcoming Board agenda submission due dates, follow up on missed deadlines, and appropriately route questions submitted by various stakeholders.
- Provide ad hoc training to new staff members on Board agenda management software (OnBase).
- Accurately organize, assemble, print, post online, and mail out both hardcopy and electronic Boards and committees' agendas and agenda packets by mandatory inflexible deadlines.

- Accurately create documents and maintain records for the Boards and committees, including proper indexing for records retention and retrieval of official agency records/documents.
- Handle public records requests as per the California Public Records Act.
- Assist with Board Member business-related and approved travel arrangements and expense reports.
- Act as the Executive Officer, District Secretary in his or her absence as assigned as related to the work of this office.
- Successful performance requires the ability to work under pressure, be flexible and adaptable, and interface diplomatically with various elected and appointed officials, and the public and staff as well as establishing effective working relationships at all levels.
- Perform other duties and special projects as assigned.

SUPERVISION: Works under the direction of the Executive Officer, District Secretary who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in public administration, or closely related field.
- Four (4) years Executive level administrative support.
- Two (2) years supervisory experience

PREFERRED QUALIFICATIONS:

- Availability/flexibility to attend monthly evening meetings and any offsite meetings as needed with core business hours usually between 8 am to 5 pm most days.
- Able to learn, interpret, and exercise good judgment when applying regulations, laws, policies, and procedures. E.g., Robert's Rules of Order, the Ralph M. Brown Act, California Public Records Act, and California Political Reform Act.
- Ability to use tact, discretion, and discernment in establishing positive and cooperative working relations with Board and committee members, the public, and staff at all levels.
- Proficient in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, SharePoint, and able to quickly learn all other office applications, such as Zoom, Teams, OnBase, and Next Request.
- Records management principles, including filing, indexing, and cross-referencing methods.
- Certified Municipal Clerk certification desired.
- Ability to be accurate, organized, follow through on direction, work effectively under pressure, manage multiple deadlines, and be flexible, positive, resilient, tactful, and professional.
- Ability to operate standard office equipment, including photocopiers, and sit extended periods.
- Ability to troubleshoot and follow through on any problems and issues as they arise while exercising good judgement.
- Possession of a valid California Driver's license and ability/willingness to travel as needed.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

- Holidays : Seven paid holidays, plus up to four floating holidays per year
- Paid Time Off : Up to 26 days (PTO) per year
- Cafeteria Plans : Medical, dental, vision care, group life insurance and more
- Transportation : Free Bus Transportation for employees and qualified dependents
- Pension : Social Security and California Public Employees Retirement Systems (CalPERS)
 - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
 - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on **Friday, August 5, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.