



Union Public Utility District
POLICY TITLE: JOB DESCRIPTION
CLERK/ADMINISTRATIVE ASSISTANT

POLICY NUMBER: 2340
REPORTS TO: General Manager
Wage Schedule Range: 26
Effective Date: 4/19/2023

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under direction of the General Manager, this confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and performs a wide variety of customer service duties and accounting functions, which includes customer service duties related to customer inquiries, and accounts payable and general ledger account duties. This position also serves as the Clerk to the Board and performs all duties as Secretary to the Board of Directors, which includes timely preparation, posting and distribution of Board meeting agendas, minutes and related documents, updates and coordinates scheduling of Board Member records and requirements and election related information.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Assist the Board of Directors in carrying out rules, regulations, and policies of the Agency.
2. Maintains permanent records of the official activities of the Agency.
3. Administers the Records Retention policy and program.
4. Acts as the Custodian of Records for the Agency.
5. Takes and transcribes the minutes of the meetings of the Board of Directors.
6. Coordinates committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board.
7. Attends to or directs the execution of various routine details of the Board of Director transactions; maintains confidential files and exercises mature judgment in matters of a confidential nature.
8. Performs other tasks as necessary associated with the Board Secretary duties.
9. Assists General Manager and participates in the development of the Agency's work plan; provides a lead office role and assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures, and assist field operations on public information requests, work orders, and other essential tasks for effective and efficient district operations.

10. Answer's telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
11. Prepares, processes, and resolves delinquent account issues, including customer notification, verification, and liens.
12. Receives, processes, and maintains accounts payable records.
13. Allocates and maintains proper posting to general ledger accounts.
14. Prepares, calculates, and reports annual 1099's and 1096 submittals.
15. Prepares a wide variety of financial reports including, but not limited to, Budget, Investment, Workers Compensation, annual Government Compensation Report, and monthly accounts receivable reconciliation.
16. Maintains records related to Board policies, meetings, FPPC filings, compliance requirements and Board vacancies.
17. Attends and participates in meetings as needed, including Board of Directors committees, regular, special, and other public meetings and records all official proceedings; accurately prepares minutes and other documents; and follows up on action items.
18. Maintains employee timecard records, including recordkeeping and payroll related duties as assigned.
19. Researches and assists General Manager with document preparation, technical information and research of assignments as directed.
20. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
21. Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
22. Perform other duties as assigned.

Knowledge of:

1. District operations, procedures, policies, precedents, and rules and regulations.
2. Geography of the District and the location of District facilities.
3. Agenda preparation and distribution requirements.
4. Customer Service skills, procedures, and method for communicating effectively.
5. The functions and operating procedures of local governance bodies and committees.
6. Modern office practices, procedures, and computer equipment/software.
7. Principles and practices of effective customer service.
8. Microsoft Office Suite programs for word processing and spreadsheets.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
10. English language usage, spelling, grammar, and punctuation.
11. Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.

Ability to:

1. Under minimal supervision, perform a variety of administrative and analytical support work involving the use of sound independent judgment and personal initiative for the General Manager and Board of Directors and in a lead role to effectively carry out operations of the District.
2. Analyze situations carefully and adopt effective courses of action.
3. Maintain confidential data and information for appropriate personnel.
4. Independently prepare correspondence and memorandums.
5. Successfully adapt to changing workload and task assignments.
6. Adapt to changing technologies and learn functionality of new equipment and systems.
7. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
8. Establish, communicate, and maintain cooperative working relationships with co-workers, members of the public and outside agencies.
9. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
10. Operate a variety of automated office machines typical of a work environment such as a multi- function printer/copier/scanner machine, and fax machine.
11. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet, and an integrated accounting software package.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. Sufficient finger/hand coordination and dexterity to operate and adjust office equipment is essential. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.

Experience and Education:

At least six (6) years of administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Associate's degree with coursework in business administration, communication or a related field is preferred, or equivalent.

A bachelor's degree from an accredited four (4) year college or university with major coursework in public or business administration, communication or a related field is desired.

Certificates, Licenses, Registrations

Possession of a valid California driver's license and a continuing acceptable driving record.