

Oro Loma Sanitary District  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **DISTRICT SECRETARY**

### **DEFINITION**

Under general supervision of the Administrative Services Manager, this confidential classification provides assistance to the Board of Directors and performs a variety of office support duties including document preparation, file maintenance, data entry, and reception; provides information or directs questions or requests to the appropriate staff; learns and demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other duties as assigned.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Perform a variety of responsible, complex, and difficult office support and administrative duties; greet and screen office and telephone callers in cooperation with the Administrative Support Specialist(s); receive and route incoming mail in the absence of the Administrative Support Specialist(s).
2. Type, originate, edit, and proofread and distribute a variety of letters, documents and memos including Board and Committee agendas, minutes, memos, and agenda items; perform data entry and retrieve information; prepare and maintain a variety of complex statistical spreadsheets, databases, and reports.
3. Operate a variety of office equipment including a computer and word processing, database and spreadsheet software applications; originate, recommend, and develop reports, forms, formats, and procedures.
4. Maintain and store a variety of records, files, logs and reports related to departmental operations and activities, including confidential Human Resources information; periodically review and purge documents in accordance with applicable laws, regulations and guidelines.
5. Perform all administrative secretarial duties as required for the Board of Directors, General Manager, and management staff; process registration, room and travel arrangements for the Board and General Manager, as needed, and prepare related expense reports.
6. Attend Board and special committee meetings and prepare agendas and minutes.
7. Follow up on Board-related actions including resolutions, ordinances, postings, and publication notices of adjourned/special meetings.
8. Perform administrative duties related to the planning, implementation, and administration of residential and commercial solid waste and recycling programs.

9. Maintain calendar of activities, meetings, and various events; arrange meetings and make appointments; participate in special projects as assigned.
10. Maintain sensitive personnel and benefits records; process new hire and termination paperwork; process benefits changes; prepare and distribute a variety of notices regarding benefits, salary schedules, evaluations, and personnel actions; provide general HR assistance, as required.
11. Assist in entry and verification of payroll, as needed.
12. Assist in coordinating employee events, including employee award presentations; layout, design, and edit District newsletter and other outreach materials; employee recognition events; schools outreach projects; District outreach activities; and, Oro Loma website and social media updates.
13. Inventory office supplies and order as necessary.
14. Establish positive working relationship with the Board, District management and staff, other agencies and the public.
15. Perform other related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of mathematics, filing and recordkeeping.
- Receptionist and telephone techniques.
- English usage, proper spelling, grammar, and punctuation.
- Modern office procedures, methods and equipment including computer, typewriter, ten key, dictating, and duplicating equipment.
- Principles and techniques of business letter writing and report preparation.
- Applicable federal, state and local laws, codes and regulations including District rules and regulations pertaining to assigned responsibilities.

### **Ability to:**

- Learn, understand, explain, interpret, and correctly apply District policies and procedures.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service.
- Demonstrate high level of multi-tasking.
- Read, understand, and follow work rules and procedures; follow oral and written directions; accept constructive criticism.
- Operate a computer and a variety of word processing and software applications.

- Perform responsible and difficult office support work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District and outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action; problem solve.
- Maintain confidential data and information for management staff.
- Independently prepare correspondence and memoranda.
- Plan, organize and work with minimal supervision.
- Meet established deadlines with quality and accuracy.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of increasingly difficult administrative support experience.

**Education / Training:**

Equivalent to the completion of the twelfth grade; some college work is desirable, with coursework in business, office procedures, office administration, or related field.

**License or Certificate:**

Possession of, or ability to obtain, within one year of appointment, a valid notary public certificate from the State of California.

Possession of a California driver's license that meets the District's requirements.

### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those an employee encounters while performing 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 and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment may vary.

**Effective Date:** December 1996

Updated by A. Simion on 12/02/2003  
Adopted by the Board on 04/06/04

Updated by A. Simion: 11/15/18  
Reviewed by Personnel Committee: 11/30/18  
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