



Clerk of the Board

POSITION SUMMARY:

Under general supervision, perform a variety of highly responsible, complex, and confidential administrative support on behalf of the Chief Executive Officer and Boards of Directors; serves as liaison with Board members, outside agencies, and the general public; may supervise administrative and/or clerical staff in support of related duties; and perform other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Prepares Boards of Directors regular and committee meeting agendas and related documents in accordance with legal requirements; coordinates with various departments for supporting documentation; and publishes official notices as required.
- Attends regular monthly and committee meetings of the Boards of Directors; records actions taken at meetings; processes documents approved at Board meetings including resolutions, agreements, and contracts; and prepares and distributes minutes of the meetings.
- Oversees the development, timely production and distribution of the agendas for all meetings of the Boards of Directors and its committees; schedules meeting dates and arranges locations; posts meeting notices and prepares legal notices for publication; coordinates public hearings; arranges pledge of allegiance and invocation speakers.
- Manages the process to provide timely and appropriate content for the meetings of the Boards of Directors and Committees; sets upcoming Boards and Committee meetings; accounts for status and follow-up for all actions, requests and directions of the Boards.
- Attends all Board and Committee meetings; ensures accurate taking of minutes and recording of meetings.
- Receives and responds to legal service and requests for records according to the California Public Records Act submitted to the agency; performs Custodian of Records duties involving release of public information; appears in court on behalf of the agencies as Custodian of Records as required.
- Maintains records of Board of Directors' meeting attendance and manages Board Members' compensation and expense reimbursement, including travel reimbursement.
- Serves as Filing Officer for the preparation of the Fair Political Practices Commission Statement of Economic Interests Form 700 for completion by Board of Directors, selected staff, legal counsel, and consultants, including explaining procedures.

- May supervise administrative and/or clerical staff in support of related duties.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Experience and Education Required:

A minimum of 3+ years of progressively responsible public or business administration experience. Administrative experience supporting a Board of Directors, City Council, or similar public agency environment is highly desirable.

A minimum of two years of college course work in public or business administration, public relations, communications or a closely related field. Bachelor's degree in public or business administration, public relations or a closely related field is highly desirable.

Required Knowledge of:

Governmental policies, procedures and operations, including open meetings and public notice laws; business writing and proper grammar usage and style; the principles and practices of office management and procedures; knowledge of requirements under the CA Public Records Act including creation, retention, and access of official records, including meeting minutes, agendas, and transcripts; knowledge of the Ralph Brown Act and formal meeting procedures, such as Robert's Rules of Order; personal computer systems including Microsoft Word, Outlook, PowerPoint, SharePoint, Zoom, MS Teams and other related web applications; basic supervisory techniques.

SKILLS AND ABILITIES:

- Expertise in communicating effectively, orally and in writing, with a strong command of syntax and grammar to ensure clarity and precision; proficiency in writing and editing in AP Style is a plus;
- Prepare comprehensive reports and correspondence.
- Establish and maintain effective professional working relationships with others including sensitive relationships with executive staff, various levels of agency employees, representatives of other government agencies, and citizens' groups.
- Maintain highly confidential information; demonstrate high level of integrity; ability to effectively manage change including unplanned change in agenda, direction or plans.
- Interact effectively with Board Members, their respective staffs, and other high-profile elected officials in person, via phone, virtual platforms including but not limited to email, text, etc.

Compensation and Benefits

TCA is prepared to offer a competitive salary in the range of \$98,233 – 137,526 annually, depending on education and qualifications.

In addition, we offer an excellent benefits package that includes the following:

Pension Plan – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.

Deferred Compensation – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

Medical, Dental, and Vision Insurance – TCA offers medical, dental, and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee's start date.

Life and Accidental Death & Dismemberment (AD&D) Insurance – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.

Short- and Long-Term Disability Insurance – Short-term disability is paid by TCA. Long-term disability is available at a nominal rate.

Holidays – Twelve days per year including 10 fixed holidays and two floating holidays that are chosen by the employee (with approval from management). Number of floating holidays are given based on start date.

Comprehensive Annual Leave (CAL) – CAL hours provide paid time off for rest and relaxation, personal or family illnesses, and personal business based on years of service. Employee can accumulate up to two times their annual accrual rate. Employees can sell CAL hours quarter if they maintain 168 accrued hours.

A "Flex" 9/80 Work Schedule that includes every other Friday off.