



# Alleghany County Water District

## Job Description ~ Secretary

**Supervisor:** This position is self-directed and answers directly to the Board of Directors

**Classification:** Independent Contractor

**Qualifications:**

Must be reliable and trustworthy.

Familiarity with basic office equipment such as phones, computers and copy machines.

Strong communication and writing skills including word processing software.

**Physical Requirements**

The physical demands described here are representative of those that must be met to perform the essential functions of this job. This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Job Summary**

- Acts as clerk to the board of directors, responsible for recording all board proceedings.
- Responsible for Secretary of State filings as needed (anytime there is a change in directors or officers).
- Handles election procedures in conjunction with the Sierra County Clerk-recorder.
- Keeps track of board training requirements (ethics, etc.) and sends training documentation to County Clerk
- Responsible for updating the meeting portion of the district website.
- Handles District Correspondence.

## **Duties**

### **MONTHLY**

- Attend all board meetings and type the minutes which must include at minimum: date, time, location, attendance, time called to order, documentation of all actions of the board including a record of how each director voted, and time adjourned. If unable to attend a meeting delegate minute preparation to either the Deputy Secretary or a board member.
- Post meeting agendas on the district website in compliance with the Brown Act, a minimum of 72 hours before each regular meeting. Note: the 72-hour rule applies to the agenda only, other documents can be prepared later if necessary but must be made available by the meeting date. Refer to Article 5 of the district bylaws for more information on posting requirements. As a courtesy to the community agendas are also posted on the post office bulletin board. An email notification of the agenda posting is also sent to the District's email list.
- Agenda preparation and posting is the duty of the Secretary unless it is delegated to another person. Currently the GM prepares the monthly agenda and posts it on the website.
- Prepare monthly meeting packet including certificate of posting each month. Meeting packet includes at minimum: the agenda, the DRAFT minutes from the previous month, treasury report and written staff reports. (Exceptions noted above)
- Once the DRAFT minutes are approved by the board they need to be signed and scanned with all of the other meeting documents for that date (including the certificate of posting) and posted on the district's website (there is a spot for the approved minutes on each meeting date) Put the hard copy of the approved minutes in the permanent file.

Website: [alleghanywater.org](http://alleghanywater.org)

## **Compensation**

The secretary is paid a flat rate of \$30 per meeting plus another \$15 per half-hour over one hour capped at \$60 per meeting. Invoices for service can be submitted any time after the draft minutes are typed and posted on the website.

All other work is on a volunteer basis.

This job description shall be attached to, and made part of, the contract agreement for this position.