



Alleghany County Water District

Job Description ~ Secretary

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

Classification: Non-exempt hourly employee.

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.

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

Job Summary

- Acts as clerk to the board of directors, responsible for recording all board proceedings.
- Requires monthly board meeting attendance.
- 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.)
- Responsible for updating the meeting portion of the district website.
- Handles District Correspondence and provides a list for each meeting.
- Other than meeting attendance this job is to be performed remotely from a home office.

Duties

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- 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 and in one public location 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 for other types of meetings. 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 Deputy Secretary (GM) prepares the monthly agenda and posts it on the website.
- Prepare monthly meeting packet including certificate of posting each month. Except under extenuating circumstances, regular meeting packets should include at minimum: the agenda, the DRAFT minutes from the previous month, treasury report and any written staff reports that are provided in advance.
- 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 and kept on the Secretary's flash drive. The hard copy of the approved minutes shall be placed in the permanent file. (The GM also keeps a PDF file of all meeting documents that is periodically backed up.)
- Prepare correspondence as directed by the board of directors. Track all district correspondence and provide a list at each monthly meeting. (Currently the Deputy Secretary (GM) is handling this)

Website: alleghanywater.org

Compensation

Effective July 1, 2024 the secretary (or designee performing the duties) is to be paid hourly at the current State of California Minimum Wage.

A monthly-time card is to be submitted to the district bookkeeper for payroll processing.

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X _____ date _____

Name printed _____