



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Clerk to the Board

SALARY:	\$74,148.00 - \$103,800.00 Annually
DEPARTMENT:	Board Support
OPENING DATE:	03/12/21
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

ANTICIPATED START DATE IS MAY 1, 2021.

The purpose of this position is to assist the Board of Directors and District staff in the conduct of its business by performing duties mandated by state law, agency ordinances, administrative code and Board directives. This is accomplished by managing meeting agendas, coordinating meeting ancillaries, overseeing subcommittees, writing, editing, maintaining and recording resolutions, minutes, motions, and information items, maintaining calendars, preparing documents and correspondence, filing, distributing and retrieving documents, preparing payroll, tracking information, and recording, analyzing and interpreting and reporting data. Other duties include providing related assistance as required by the Board of Directors and staff members, and completing requests from management and legal representatives, coordinating tours; researching and analyzing staff reports, and attending all Board meetings.

EXAMPLES OF DUTIES:

- Serves as assistant Secretary/ Clerk to the Board of Directors by attending all Board Meetings, creating minutes and keeping records, verifying, signing and filing resolutions, preparing payroll, maintaining records and actions taken, preparing documents for Public Records Requests, certifying corporate documents, resolutions, and actions, scheduling Board meetings, handling customer complaints through Board members, overseeing subcommittees, preparing the annual calendars, writing issue papers and resolutions pertaining to Board activities, protecting agency corporate records, documenting Board follow up requests, providing confidential assistance relative to labor negotiations, researching and certifying documents, resolutions, motions and transactions, planning and implementing joint and off-site Board meetings, verifying a quorum is present, and conducting Retirement Board Meetings in the absence of the presiding acting assistant secretary.
- Ensures the Board of Directors and the public receive accurate information by performing duties as mandated by state law, agency ordinances, administrative code and Board directives, including the preparation of agendas and maintenance of records of all actions

taken, receiving, reviewing and commenting on all issue papers written by staff, distributing copies of documents for review, coordinating changes, creating and distributing meeting packages and agendas, providing the Board of Directors with press releases and information relative to District activities, and providing the public with copies of documents as requested. Provides assistance to Benefits for the Retirement Board relative to meeting setup, review of Retirement Board packages, etc.

- Serves as Filing Officer for the District's Conflict of Interest Program by notifying staff and Board members of their responsibility to file Conflict of Interest Forms, providing the appropriate forms and letters, reviewing, filing and forwarding forms to the appropriate authority, tracking and logging deadlines for receipt of forms, answering questions regarding the Fair Political Practices Commission Conflict of Interest Form Reporting Requirements, and utilizing knowledge of the rules/regulations of the Conflict of Interest filing requirements.
- Coordinates documents by reviewing all District wide Standard Operating Procedures, distributing the procedures and indexes to the appropriate staff, maintaining records, keeping all current Administrative Code, Ordinances and Procedures of the District, reviewing complex oral and written instructions related to district policies and procedures, coordinating with other departments to ensure compliance, developing, monitoring and generating monthly reporting for department, and consulting with external agencies and private industry to obtain information and resolve issues relative to policies and procedures.
- Performs administrative duties by creating annual budget for Board, purchasing items for department, monitoring the budget, preparing purchase requisitions, assigning account numbers to invoices, serving as custodian of the Corporate Seal, issuing visitor passes, arranging tours for visitors, and explaining operations and policies to staff.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Formal Education: Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Office Management, General Business or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Certification & Other Requirements: Typing Certificate verifying minimum typing speed of 60 net words per minute.

Experience: A minimum of three (3) years of office and administrative secretarial support experience working with senior management, boards and committees.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a

candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application, typing certificate and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates, as applications are reviewed. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

Applicants must have the ability to type accurately at a net rate of 60 words per minute. At time of application, applicants must submit typing certificate, less than two (2) years old (dated between March 12, 2019 - Current), and MUST include: (1) A statement that it was a 5-minute timed test; (2) Total gross words per minute and number of errors; (3) Date the typing test was administered; and (4) Name of instructor or certifying official administering the test.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2021-00412
CLERK TO THE BOARD
IH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Clerk to the Board Supplemental Questionnaire

- * 1. Describe, in detail, your general office and administrative support experience working with the following: (a) Executive Management (b) Boards (c) Committees. In your response detail your specific job duties, the number of years/months you performed these duties and the employer.

- * 2. Describe, in detail, your experience in a position you've held where managing meeting agendas, coordinating meetings, creating minutes, and maintaining and recording meeting actions was a primary responsibility. In your response, include the number of years/months you performed these duties and the employer.

- * 3. Describe your experience as a Board Clerk for publicly accessible Board meetings, if any. Discuss in detail, your experience writing, editing, maintaining and recording Board resolutions, motions and information items. In your response, detail your specific job duties, the number of years/months you performed these duties and the employer.

- * 4. Describe your level of experience with any specialized agenda preparation software. What do you think are the computer programs and applications that you need to have knowledge of to be successful in the role of Clerk to the Board? On a scale of 1 to 10, how proficient are you on such programs and applications?

- * 5. Discuss in detail, your experience writing, editing, maintaining and recording Board resolutions, motions, reports and information items. Provide information on your writing and editing experience and skills outside Board meetings, if any.

* Required Question