

Board Secretary/Executive Assistant Job Description

Annual Compensation Range: \$110,864 - \$141,523

Ideal Candidate

Under general direction, the Board Secretary/Executive Assistant supports both the General Manager and the District Board of Directors. The ideal candidate demonstrates strong communication and organizational skills with the ability to manage competing priorities, maintain confidentiality, and produce accurate work while adapting to changing needs.

About the Position and Department

This is a full-time, non-exempt position that reports directly to the General Manager. This position provides administrative support within a collaborative team environment. The role assists with Board meeting coordination, agenda preparation, records management, communications, and special projects while working closely with departments across the organization to support daily operations and organizational goals.

Essential Functions

Under general supervision, essential functions may include:

- **Administrative Support:** Provide administrative support to executive leadership and the Board of Directors. Draft, proofread, and distribute correspondence, reports, presentations, notices, and other documents. Support departmental and organizational projects by coordinating information, tracking tasks, and assisting with implementation efforts. Conduct research, compile data, and prepare summaries and reports as requested. Monitor deadlines and follow up on assignments, action items, and projects to ensure timely completion. Coordinate meeting logistics, schedules, calendars, travel arrangements, and special events.
- **Board Secretary:** Serve as a point of contact for Board Members, Staff, and consultants. Coordinate Board and committee meetings, including preparing agendas, packets, minutes, videos, regulations, resolutions, and supporting materials. Maintain knowledge of current public meeting regulations and requirements; draft, post, and distribute meeting notices and materials in compliance with applicable laws and procedures. Maintain official Board records, adopted resolutions and regulations, files, and documents in accordance with records retention requirements and applicable regulations. Maintains files pertaining to the election for the Board of Directors and swears in newly elected and re-elected Board members. Coordinate Board member training, certifications, and compliance requirements, including Brown Act training, Form 700 filings, ethics training, and other mandated reporting and educational requirements. Process public records requests in accordance with applicable laws and procedures, including receiving, logging, tracking, coordinating document retrieval, reviewing records for disclosure or exemption, and preparing responses for timely release.
- **Confidentiality:** Maintains confidentiality and exercises discretion in the handling, preparation, storage, and dissemination of confidential personnel, legal, labor relations, and Board-related information.

- **Cross-Departmental Collaboration:** Collaborate with departments across the organization to support operational and organizational needs. Utilize Microsoft Office and other software systems to maintain calendars, records, databases, and communications. Support departmental and organizational projects by coordinating information, tracking tasks, and assisting with implementation efforts.
- **Records Retention:** Oversee the District-wide records retention program, ensuring compliance with applicable laws, regulations, and internal policies governing the retention, storage, and disposal of District records.
- **Notary:** Provide notary services as needed, including notarizing official District documents in accordance with applicable state laws and notary requirements.

Other Duties and Requirements

- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Build and maintain positive working relationships with coworkers.
- Performs related duties as assigned.
- Comply with all District policies throughout employment.

Knowledge, Skills & Abilities

Diablo Water District evaluates candidate qualifications based on an equivalent combination of education and experience. For example, if a candidate does not possess a college degree (applicable to some jobs) but possesses double the number of years of required relevant experience, this may satisfy the minimum job requirements. Accordingly, candidates of all educational/experiential backgrounds are encouraged to apply.

- High School Diploma or equivalent.
- Five (5) years of advanced-level administrative experience, including at least two (2) years of experience preparing agendas and minutes and functioning as a recording secretary for public meetings.

Required Licenses and/or Certifications

- Obtain a California Notary Public Commission within twelve (12) months of hire and maintain active commission status as a condition of continued employment.
- Complete the California Special District Association Leadership Academy within eighteen (18) months of hire.
- **Transportation:** Employee is responsible for making transportation arrangements (whether by holding a valid driver's license or utilizing rail, bus, ridesharing, taxi, or similar means) to effectively and timely complete duties, with reasonable transportation costs reimbursed per District policy.
 - If choosing to drive a vehicle for transportation, the employee must hold a valid California Driver's License.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Ability to navigate uneven surfaces, with or without assisting devices.

Typical Physical Activities

Diablo Water District supports modern ergonomics and safety protocols in all of its daily practices.

- Communicates orally with District staff, Board of Directors, consultants, and the public in face-to-face, one-to-one settings.
- Regularly uses telephone and email for communication.
- Uses standard office technology, including computers, printers/copiers, and digital communication tools. May occasionally travel by automobile in conducting District business.
- Work at a desk for an extended period of time.
- Ability to lift and carry 30 pounds, bend, crouch, and stoop to perform routine office functions.

Diablo Water District is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to protected categories as defined by federal, state, and/or local laws. The District is committed to utilizing the principles of Diversity, Equity, and Inclusion to guide its employment and customer policies and practices.

For more information on our DEI Policy, please [click here](#).