



EMPLOYMENT OPPORTUNITY

CLERK OF THE BOARD

Salary Range: \$7,660 - \$10,340 per month

Application Deadline: Thursday, November 30, 2017, at 4:00 p.m.

The Riverside County Transportation Commission (RCTC/Commission), established through Assembly Bill 1246, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 40 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility. RCTC is a small office with a staffing component of 49 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

General Description:

Under general direction, plans, supervises, and participates in the daily operations and activities of the Clerk of the Board's Office including public records, agenda preparation, minutes, general services, and special projects; evaluates the operations and activities of the assigned functions; recommends and implements policies, procedures, and practices; advises Commissioners, Executive Director, and the management team on public records and board affairs; coordinates assigned activities with those of other departments and programs; and performs other duties as required. Receives general direction from the Deputy Executive Director. Exercises general supervision over assigned staff within the Clerk of the Board's Office.

Requirements:

Education: Equivalent to a Bachelor's degree in public administration or a closely related field.

Experience: A minimum of at least five (5) years of broad and progressively responsible experience in administrative services, contracts administration, records management, or closely related areas is required. Public records and public agency experience is preferred.

Licenses/Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment is required.

Examples of Essential Functions:

- Assumes full management responsibility for all programs, services, and activities of the Clerk of the Board's Office, including public records, general services, and special projects.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with division standards, including priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures in accordance with Commission policies and procedures; and responds to staff questions and concerns.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Develops and implements goals, objectives, policies, and priorities for office and board services; recommends and administers policies and procedures.
- Monitors operations and activities of office and board services; recommends improvements and modifications and prepares various reports on operations and activities.
- Ensures that administrative staff provides a high degree of customer service to both internal and external customers.
- Attends all regular and standing Commission meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Commission Board.
- Provides highly responsible and complex administrative support to the Commissioners.
- Administers the public hearing process for Commission meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the records management program and records retention and destruction; sets and ensures legal compliance with retention schedules; develops and updates records retention policies and procedures; researches RCTC documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of RCTC is upheld.
- Updates Commissioners on meetings, events, conference, and policies.
- Participates in the orientation of newly appointed city/county representatives to the Commission Board as it relates to Board operations and requirements.
- Serves as the filing officer for economic interest and campaign disclosure statements and legal claims against the Commission.
- Advises Commission and management team as to Board history and past practices including research of Commission minutes and resolutions.
- Receives, records, evaluates, and distributes claims and summonses filed against RCTC; gathers records and information related to claims and summonses as necessary.
- Researches, analyzes, and compiles data for a variety of special projects and assignments.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
- Monitors changes in laws and regulations that may affect RCTC or program operations; implements policy and procedural changes as required.
- Performs other special projects or duties as assigned.

Knowledge of:

- Principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Public agency budget development, contract administration, and administrative practices related to the functions of assigned area.
- Principles, practices, procedures software related to public agency record keeping and the Clerk function.
- Principles, practices, procedures and software related to office management, public records, and general office services.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Commission and appointed committees and boards.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, computer equipment, and computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Skills/Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction to the division and RCTC.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of administrative personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Oversee and coordinate maintenance of the official records of RCTC.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of
Benefits Available**

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| CalPERS Retirement System | Short and Long-Term Disability |
| <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> | 9/80 Work Schedule |
| Health, Dental and Vision Insurance | Vacation |
| 401(a) Money Purchase Plan | Sick Leave |
| 457 Deferred Compensation | 12 Holidays/Year |
| Life Insurance | Tuition Reimbursement Program |

An RCTC employment application and resume must be submitted for consideration. For more information, please visit www.rctc.org

11/2017