



## **Special Assistant to the CEO & Board Relations Officer**

### **POSITION SUMMARY**

The Special Assistant to the CEO & Board Relations Officer is responsible for supporting the CEO and serves as the Clerk of the Board performing a combination of project management, writing and editing, research, and high level administrative and relationship support functions. Coordinates special projects, compiles information and completes complex reports and analysis. Works independently and with senior leadership. Interfaces with external stakeholders including senior representatives of state, local or federal government agencies and/or private sector organizations. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

### **FLSA Status**

This position is non-exempt under the Fair Labor Standards Act.

### **Reporting Relationship**

Reports to Chief Executive Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### ***Duties as Special Assistant to the CEO***

- Complete a broad variety of administrative tasks for the CEO including managing an active calendar of appointments; completing expense reports; composing and preparing confidential correspondence; arranging travel plans, creating itineraries and meeting agendas; and performing related tasks.
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- Plan and coordinate the CEO's schedule.
- Communicate directly, and on behalf of the CEO, with Board members and governmental and non-governmental officials and organizations.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature and offer strategic administrative and operational recommendations.
- Determine the appropriate course of action, referral, or response; escalate sensitive issues for prioritized resolution.
- Coordinate and oversee special projects and ensure timely completion.
- Plan and arrange District business, social events, and travel arrangements of the board and staff.
- Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities.

### ***Duties as Board Relations Officer***

- Serve as the primary liaison with the Boards of Directors for both the District and the Foundation to answer questions, resolve issues, administratively facilitate the Boards' work, and plan for meetings.
- Develop and maintain a professional, efficient and effective working relationship with Board members.
- Plan meetings, prepare and oversee, in coordination with the CEO, CPO, and CAO, the compilation of Board of Directors' meeting agendas and packets, including working with staff and Board members on informational materials, and post meeting notices in accordance with Brown Act and public meeting requirements.
- Manage the audio/visual technical aspects of the meetings, provide administrative support at Board and Board Committee meetings with accurate minutes, and maintain meeting minute records.
- Administer the electoral process regarding the district elections and advise incumbents and candidates running for office and the public regarding election matters, including campaign statements in electronic format and statements of economic interests.
- Plan, coordinate, and attend Board retreats, and strategic planning retreats.
- Participates with the CEO, CAO, and other staff to provide training to Board members and improve recruitment, retention and streamline administrative functions of the Board structure and systems.
- Provides administrative and informational support to the Board as needed and continuous knowledge building for new and seasoned Board members.
- Maintains up-to-date contact information , rosters and/or charts for board of directors, ambassadors and emeritus.
- Maintains an up-to-date biennial compliance with Board and Staff ethics and harassment training, with responsibility for Conflict of Interest Statements for board members and District employees. Also includes board and committee related manuals and materials, (i.e. orientation manual) and periodically oversees re-publication and distribution.

*Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.*

### **Supervisory Responsibilities**

None.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education**

A Bachelor's degree from an accredited institution, or equivalent.

### **Professional Experience**

- Three (3) years of professional-level administrative and support experience working with governmental and/or non-profit organizations.

### **Language Skills**

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

### **Other Skills & Qualifications**

- Familiarity with California Brown Act and public meeting regulations.
- Ability to handle sensitive and confidential information with discretion.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Ability to take a proactive approach to resolving problems.
- Strong interpersonal skills and the ability to work in a diverse work environment.

### **Certificates, Licenses, and Registrations**

None.

### **Travel Requirements**

This position must have reliable access to transportation and requires local travel up to 10% of the time.

### **Physical Demands**

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

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

**Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.