

HOUSING AUTHORITY
of the
COUNTY OF MONTEREY

EXECUTIVE ASSISTANT/CLERK OF THE BOARD
(Confidential)

DEFINITION/PURPOSE:

Provide a variety of highly responsible, complex, and confidential secretarial and administrative services, including the compilation and preparation of a variety of complex correspondence, spreadsheets, and reports, for the Executive Director and Board of Commissioners. Exercise a high level of personal discretion within all aspects of the position. Carry out special projects as assigned.

DISTINGUISHING CHARACTERISTICS:

This dual position, confidential classification, differs from all other classifications in that it is solely responsible to the Executive Director for his/her administrative and secretarial support along with being responsible to the Board of Commissioners for its administrative and secretarial support with oversight from the Executive Director. It is the senior clerical/administrative classification of the Housing Authority Operations. The classification is expected to be a resource to all agency departments based on priorities set by the Executive Director.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Executive Director. Operates under the direct supervision and general administrative direction of the Chairman of the Board of Commissioners; The classification normally does not exercise supervision over other Authority personnel; however, it may give lead direction to assigned clerical employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Perform confidential and highly sensitive administrative duties for the Executive Director, Board of Commissioners and Department Heads, as assigned.
- Maintain the Executive Director calendar. Grant access to the Executive Director in accordance with established criteria. Receive and screen visitors and phone calls for the Executive Director, as needed. Maintain an awareness of those agencies and personalities of critical importance to the Authority.
- Make phone calls on behalf of the Executive Director and Board of Commissioners as requested. Prepare both routine and non-routine correspondence and forms for the Executive Director and, as requested, other Department Heads.

- Obtain information for Board packets and other committee agenda. Prepare packets and agenda for Board of Commissioner and Board Committee meetings.
- Post board agenda 72 hours prior to meeting pursuant to The Brown Act.
- Complete and distribute follow-up reports resulting from Board actions or inquiries.
- Maintain files for the Executive Director and the Board of Commissioners, including all records and correspondence relating to the Board.
- Provide daily and weekly interface between Board and Staff.
- Manage agency Instagram account to reach residents of Monterey County regarding board meetings and office closures.
- Prepare rooms for Board and Board Committee meetings, including all logistical considerations.
- Set up Zoom meetings for the Executive Director and Board of Commissioners.
- Record, manage and edit all Board Meetings as needed before uploading to agency YouTube Channel pursuant to AB 361.
- Manage and update *The Board of Commissioners* page on the agency's website by including the latest videos, agendas, and Minutes.
- Record and transcribe summary minutes of Board and Board Committee meetings.
- Prepare Authority submissions to the County Board of Supervisors, including agenda items, resolutions, reports, and recommendations.
- Make travel arrangements for the Executive Director, Board of Commissioners, and other Department Heads as requested. Arrange for special meetings, conferences, retreats, and workshops, as requested.
- Responsible for the issuance, collection, and submission of the Annual Statement of Economic Interest Forms (Forms 700) for Commissioners and designated members of the Authority staff.
- Open, prioritize, attach backup, and distribute mail for the agency, as well as the Executive Director.
- Order all supplies for the Executive Director office.
- Serve as an advisor to the Executive Director regarding management and operations issues and other Authority-wide matters. Float ideas and act as a sounding board for issues of concern to the Executive Director.
- Maintain adequate calendar and filing monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work due into the Executive Director.
- Organize and maintain electronic and paper program and property files in the agency library.
- Maintain regular and consistent attendance.
- Provide ongoing clerical, project and administrative support to the HR department as needed.

OTHER JOB FUNCTIONS:

- Represent the authority in meetings, as assigned by the Executive Director.
- Ability to obtain and retain notary public status.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of office administration and record keeping. Business correspondence and report writing. The Brown Act and Robert's Rules of Order. Use of standard office equipment and personal computers. Basic public housing laws, and agency rules, regulations, and standards, and the terminology used in Authority operations.

Skilled in – Responding to and anticipating the needs of the supervisor, both expressed and inferred. Reading, interpreting, and applying procedures, policies, and directives. Prioritizing work and coordinating several activities and projects. Using personal initiative and making sound judgments within procedural parameters and established guidelines. Preparing clear and concise reports. Communicating tactfully and effectively with those contacted in the course of work. Performing detailed work. Organizing and maintaining accurate and detailed records and files. Experience in DocuSign, Dropbox, Adobe Acrobat, & Microsoft Office including Word, Excel, Outlook, and Power Point.

Ability to – Plan, organize, and coordinate work in a manner that fulfills the priorities of the Executive Director, COFO, and Board of Commissioners. Maintain confidentiality. Prioritize projects. Analyze and interpret data and prepare reports. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain positive and effective working relationships with Board members, other governmental agencies and their representatives, the media, Authority department heads, staff, residents, and the general public. Communicate complex ideas clearly, effectively and HACM Executive Assistant with diplomacy both orally and in writing. Operate a personal computer using various Microsoft-based applications programs.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment - Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. Most of the work is conducted in a standard indoor office environment.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

- Bilingual fluency in English and Spanish is desirable.
- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Eight (8) years of increasingly responsible secretarial experience in public relations, customer relations, or related duties, including five (5) years of executive-level

secretarial experience in either the public or private sectors. Experience in a housing-related environment would be desirable. Familiarity with HR processes and laws a plus

Education – Possess an Associate’s degree from an accredited college or university with a major in business administration, public administration, communications, or related field. Possession of a Bachelor’s degree from an accredited college or university in one of the related fields is desirable.

Adopted: February 3rd, 2022