

REGIONAL WATER MANAGEMENT FOUNDATION

a subsidiary of Community Foundation Santa Cruz County

Administrative Officer Job Description and Duties

General

This part-time position reports to the RWMF Program Director and is responsible for providing high level administrative, records management, and related support to staff, the Board of Directors, and our local agency partners. Duties includes a range of administrative support functions in performing responsible, confidential, and complex clerical work. Under general direction, work involves a degree of independent judgment requiring a thorough knowledge of programs, procedures and policies, the ability to interpret policies, and performing a variety of assignments. Duties include maintaining official documents and records, taking meeting minutes, and performing related work. This position works in close coordination with RWMF staff and our local agency partners.

About the Regional Water Management Foundation (www.RWMF.org)

The RWMF was created in 2007 to support Integrated Regional Water Management (IRWM) efforts in Santa Cruz County. The RWMF provides administration and support of IRWM grants that fund planning and projects addressing regional water supply, water quality, watershed management, and flood/stormwater issues. The RWMF also provides staff and administrative support to the Santa Cruz Mid-County Groundwater Agency. The RWMF supports its work through grant funding and a partnerships with local government, water districts, and natural resource agencies. Funding has been provided by the Department of Water Resources, the State Water Resources Control Board, and local partner agencies.

About the Community Foundation Santa Cruz County (www.CFSCC.org)

The RWMF is a supporting organization of the Community Foundation (CFSCC). CFSCC promotes philanthropy to make Santa Cruz County a better place to live, now and in the future. Founded in 1982, the CFSCC manages assets in excess of \$130 million and operates a grants program that awards over \$6 million annually to the community. Due to its strong presence in the community and its historic commitment to environmental stewardship, local partners requested the Foundation play a coordinating role in IRWM efforts. CFSCC is housed at the Jack & Peggy Baskin Center for Philanthropy in Aptos, a Gold Level LEED certified building that exemplifies the Foundation's commitment to a healthy work and meeting place.

RWMF Administrative Officer (Approximately 50% full-time equivalent)

The Administrative Officer will perform various tasks to support RWMF programs and related joint efforts with our local agency partners. The person in this position performs responsible, difficult, and complex administrative work, including formatting and assembling agenda materials, recording meetings, preparing minutes and public notices, processing all approved Board actions, and maintaining official public agency records. The ability to take accurate meeting notes is essential to satisfactory performance in this position. The nature, diversity and scope of responsibilities of this position requires the frequent use of tact, discretion, initiative and independent judgment. This position provides exposure to a diverse range of water resource projects, governmental agencies, and non-governmental organization partners in Santa Cruz County.

Supervisor: RWMF Program Director - Tim Carson

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Responsibilities include but are not limited to the following:

- Work collaboratively with RWMF team members and partner agency staff to accomplish tasks;
- Provide varied complex administrative and clerical support with direction and support;
- Gather and organize a variety of information and materials for RWMF staff and partners;
- Prepare a wide variety of correspondence, memoranda, legal documents, board meeting minutes, and other items as delegated from brief instructions and rough drafts, using applicable software programs;
- Proofread and edit letters, reports, records, and other items for accuracy, completeness, and compliance with established standards;
- Implement and oversee a Records Management Program in coordination with RWMF and partner agency staff;
- Establish and maintain a variety of administrative files, including legal documents, archival materials, resolutions, ordinances, minutes, agreements, consultant reports, and others;
- Maintain and update RWMF and partner agency Administrative Procedures;
- Research and provide information to others, including members of the public and media, which may require the use of judgment and the interpretation of policies and procedures;
- Arrange and provide meeting support at the request of the Program Director;
- Coordinate and set up equipment and displays, prepare materials for community outreach events, and provide support for public meetings and presentations;
- Drive to off-site locations to deliver and set up equipment, materials, supplies and refreshments for all Board Meetings and other events;
- Prepare Board Meeting agendas from items submitted by staff and partners;
- Assemble, proofread and format public agency board agenda packet materials as directed;
- Post agency board agendas, packets and meeting minutes in compliance (as applicable) with the Brown Act;
- Electronically distribute and makes hard copies of meeting materials as needed;
- Process and distribute agency board agenda packets and prepare other materials;
- Operate recording and teleconferencing equipment;
- Prepare official minutes of applicable meetings, as assigned;
- Attend all regular Board Meetings and other meetings as assigned;
- Ensure compliance with regulatory requirements and processes, including filing legal documents and state-mandated forms;
- Related duties as assigned.

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Required Knowledge and Skills

- Standard office administrative practices and procedures, including business letter writing, report preparation, and the operation of office equipment.
- Office management principles, operations, and procedures.
- Principles and procedures of records management.
- Development and maintenance of complex filing and record keeping systems.
- Proper English usage, grammar, spelling, punctuation and business correspondence.
- Proficiency in using the internet, standard office computer systems and software applications, including word processing and spreadsheet software, at a highly competent level.

Ability to:

- Prepare board meeting minutes.
- Perform a variety of office management functions.
- Provide complex and responsible administrative support.
- Use computers and applicable software in the performance of office and administrative support assignments.
- Take notes using a computer and utilize electronic recording equipment in a manner sufficient to produce accurate meeting minutes.
- Proofread materials to ensure accuracy and completeness of documents and correspondence.
- Compose correspondence from brief instructions.
- Perform research and prepare documents and reports.
- Prepare agendas, minutes, and records of official actions.
- Quickly learn and apply:
 - Relevant administrative procedures and laws pertinent to a public agency, such as the Ralph M. Brown Act, and parliamentary procedures.
 - Agenda preparation and distribution requirements for a local government board;
 - Notification and publication requirements for a local government board actions, ordinances, and resolutions;
- Comprehend, interpret, and comply with legal requirements.
- Establish recordkeeping, filing, and records retention systems in compliance with legal requirements.
- Rapidly file and retrieve materials.
- Maintain strict confidentiality and responsibility for proper handling of sensitive documents.
- Effectively represent the RWMF, including its programs and policies, with our partner public agencies and other partner organizations.
- Organize and prioritize work, meet deadlines, and manage changing priorities.
- Take initiative and make sound independent decisions within general guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Maintain cooperative working relationships with foundation staff and agency partners.
- Type accurately at a rate of 50 wpm from clear, legible copy.

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Experience and Education: Any combination of education and experience, which provides the required knowledge and abilities, is qualifying. A typical way of gaining the required knowledge and abilities would be: Four years of progressively responsible administrative experience, in a public agency, a law office, or a similar setting, which included records management responsibilities.

Other Requirements

- Possession and continued maintenance of a valid California Driver's License and a satisfactory driving record.
- Must be available to work evenings approximately twice per month, as required.

Desirable Qualifications

- Experience preparing board meeting minutes, especially in a public agency setting.
- Administrative work experience in a public agency.
- Knowledge of local government Board support functions, including agenda preparation and distribution requirements and notification and publication requirements for Board actions, ordinances, and resolutions.
- Knowledge of the Ralph M. Brown Act for transparency in California government.

Typical Physical Demands

- Sit or stand at a desk for 2 – 3 hours at a time.
- Keyboarding for 2 – 3 hours at a time.
- Lift and move documents and supplies of 25 lbs. or less.
- Bend to file and retrieve documents.

Compensation: Salary for this part-time position (approximately 50% of full-time) is commensurate with experience.

Location: Aptos, CA.

Deadline for Application: Position is open until filled.

To Apply: Electronically submit cover letter and resume to: Tim Carson, tcarson@cfsc.org.
References to be provided upon request.

The Community Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.