

POLICY TITLE: Job Description - District Secretary

POLICY NUMBER: 2360

2360.1 Under supervision of the General Manager: acts as Secretary to the Board of Directors, General Manager, and District Treasurer.

2360.1.1 The District Secretary attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2360.1.2 The District Secretary prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2360.2 Required Qualifications. The District Secretary shall have knowledge of: modern office methods, practices, equipment; and techniques of business letter and report writing.

2360.2.1 The District Secretary shall have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take Board material and minutes quickly and accurately, and maintain cooperative relationships with those contacted in the course of work.

Revised, Approved and Adopted March 22, 2022