



Invites Applications for the Position of

Board Secretary/ Office Manager



Position will close at 5:00 PM on 6/22/2020

Board Secretary/ Office Manager



About IEUA

Inland Empire Utilities Agency (IEUA/Agency) is a regional wastewater treatment agency and wholesale distributor of imported water. Today, the Agency is responsible for serving approximately 875,000 people over 242 square miles in western San Bernardino County. The Agency is focused on providing three key services: (1) treating wastewater, developing recycled water, local water resources, and conservation programs to reduce the region's dependence on imported water supplies and drought-proof the service area; (2) converting biosolids and waste products into a high-quality compost made from recycled materials; and (3) generating electrical energy from renewable sources.

The Position

Reporting to the Board of Directors, the successful candidate will provide secretarial and executive support to the Board and General Manager and represent the Agency in dealings with the Board, Board members, General Manager, managers and employees, representatives of other public and private entities, the media and the public. The Board Secretary/Office Manager currently supervises two Executive Assistants and two administrative support staff providing day-to-day leadership ensuring high-performance administrative support and customer service.

The Ideal Candidate

The ideal candidate will demonstrate strong interpersonal skills with the ability to develop and maintain positive, professional working relationships with elected and appointed officials, executive management, department managers and supervisors, Agency employees, other utilities and agencies, and the public; be skilled in excellent written and verbal communications; operate with a high level of ethics and integrity; exercising of considerable initiative, independent judgment, confidentiality, and discretion; and reflect the Agency's mission, objectives and values regarding teamwork, mutual trust, respect, and commitment to public service.

The successful candidate will have **ten years** of progressively responsible administrative support, at least five of which

involved interpretation of laws, regulations and other legal documents administrative support, at least five of which involved interpretation of laws, regulations and other legal documents.

Graduation from an accredited two-year college with an Associate's degree in administration, human resource management, finance or relevant field is required.

Experience in public agency is preferred.

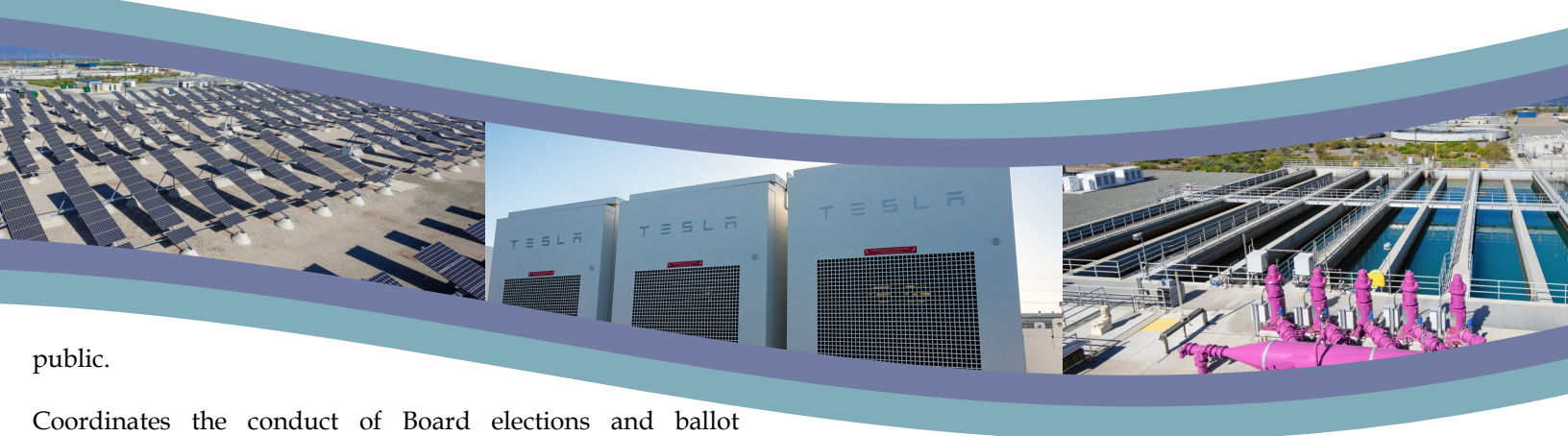
A Notary Public license issued by the State of California must be maintained throughout the course of employment.

Essential Duties

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and Agency's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.

Attends Board meetings, Board committee meetings, public hearings, and other functions held on a variety of issues; supervises, coordinates and participates in the preparation of the agenda and agenda packets; schedules requests for public input at Board meetings; records roll call votes on agenda items; ensures compliance with legal requirements governing the conduct of closed sessions; supervises and participates in maintaining Board records and disseminating all actions including minutes, ordinances, resolutions, agreements and deeds.

Analyzes and ensures compliance with local, state and federal laws pertaining to public records, statements of economic interest, Board member elections and campaign financing and advises the Board and General Manager regarding the requirements of such laws and regulations; notifies affected parties of Fair Political Practices Commission (FPPC) requirements and deadlines; ensures filing deadlines are met and answers questions regarding filing issues from the Board, covered Agency employees, candidates, the media and the



public.

Coordinates the conduct of Board elections and ballot measures; ensures all related processes, including verifying candidate eligibility, are in conformance with state and local election and campaign financing laws; submits candidate applications to the Registrar of Voters; administers the oath of office to newly elected directors.

Works in conjunction with the "custodian of records" and determines the applicability of Public Records Act provisions to various Board records; upon request, furnishes copies of ordinances, resolutions, minutes and other official records, certified and sealed as to their validity; works closely with records management staff in responding to public information requests.

Drafts and arranges for the legal publication of notices, postings, ordinances and public hearings.

Maintains official custody of the Agency seal and may share signatory power on ordinances, resolutions and agreements.

Provides secretarial and executive support to the Board and General Manager; coordinates and participates in typing and preparing draft memoranda, correspondence, Board agenda materials and other documents and reports, often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with Agency standards, policies and procedures; schedules, prepares agenda and meeting materials and types minutes for Board committee and other meetings.

Maintains or oversees the maintenance of the General Manager's and Board's calendar; coordinates, arranges and confirms meetings; screens requests for appointments; refers appointment requests to Assistant General Managers or other Agency managers.

Reviews and determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Board, the General Manager's Office, and other department heads and managers; refers or recommends

referral of matters to appropriate departments and staff for action and report; follows up to ensure that needed action has been taken.

Represents the General Manager's Office and the Agency on internal committees and task forces and with external groups and organizations. Certifies, attests to and notarizes documents, including grants of easement, quit claim deeds, resolutions and liens; serves as the Agency's Notary Public.

Compensation Package & Benefits

The salary range for the Board Secretary/Office Manager is \$127,595 to \$155,462 annually, DOQ. A 3% COLA will be effective on July 1, 2020. In addition, the Agency offers an attractive benefit package that includes a 4/10 work schedule and the following fringe benefits:

RETIREMENT – Classic Members: CalPERS 2% at 55 benefit formula. New Members: 2% at 62 benefit formula. Additionally, the Agency also participates in Social Security.

HEALTH INSURANCE – The Agency contributes a minimum of \$1,010/mo. for employee only coverage and up \$1,613/mo. for employees with dependents. Opt-out option available.

VEHICLE ALLOWANCE - \$250 per month.

LIFE INSURANCE – Agency-paid \$100,000 life insurance policy is provided.

HOLIDAYS AND LEAVE TIME - 9 holidays, 10 days floating holiday time per fiscal year. 80 hours vacation and 96 of sick leave are accrued per calendar year.

To Apply

This recruitment will close on Friday, June 22, 2020 at 5:00 PM. Please **apply on-line** at www.ieua.org/job-opportunities/.

For questions or inquires, please contact:

Stephanie Hawes
Telephone: (909) 993-1732
Email: shawes@ieua.org

Recruitment Timeline

The following is a **tentative** schedule, assuming an adequate number of qualified candidates apply:

Application Review	June/July
Interviews	July
Final Selection	July/ August
Start Date	August 2020

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AA/EOE – It is the policy of the Inland Empire Utilities Agency to assure equal employment opportunity to all persons regardless of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation, or veteran status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office at (909) 993-1674 or hrdept@ieua.org at least 72 hours in advance of the need for accommodation..

