



Job Description

**OFFICE OF THE EXECUTIVE DIRECTOR DIVISION
Clerk of the Board**

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Clerk of the Board assists with the scheduling of Board and Committee meetings, preparation of Board packet materials, liaison activities with Board staff, and administrative matters involving sensitive and confidential information as it pertains to the Transportation Authority's Board of Commissioners.

Reports to: Chief Deputy Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares minutes and Board and Committee agendas, obtains timely approval of agendas by Board and Committee Chairs, and maintains current distribution lists for Board packet mailings, and filing systems for Board resolutions and other documents. Assists in facilitating and managing Board requests, including logging and tracking requests until issue resolution.
- Coordinates Citizens Advisory Committee Meetings, including meeting logistics and management, and member attendance tracking. Responds to Citizens Advisory Committee members' requests and helps on-board and orientate new members. Drafts resolutions and memorandums and Citizen Advisory Committee memorandum as needed.
- Maintains and annually updates various agency policies, which may include coordination with legal counsel.
- Maintains and regularly updates agency website and other outreach materials as needed.
- Responsible for legislative coordination with the City and County of San Francisco's Board of Supervisors, tracks on a weekly basis all transportation and land use-related legislation processed by the Board of Supervisors and other relevant agencies such as the San Francisco Municipal Transportation Agency.
- Assists with and manages all general correspondence and public information requests.



- Assists with the production or coordination of the Transportation Authority's Annual Report.
- Provides administrative and scheduling support for the Chief Deputy Director, as needed.
- Serves as back-up for the Executive Assistant or Administrative Assistant at the front office desk, as needed.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in an appropriate discipline and two (2) years of relevant experience or an equivalent combination of education and experience.

Knowledge: Thorough knowledge of a broad range of administrative procedures such as office practices, systems and policies; public and state board meeting procedures. General knowledge of personal computers in a Windows environment and computer file maintenance. Proficiency with e-mail, standard computer spreadsheet, word processing, database management, and presentation software.

Skills and Abilities: Good written and oral communication skills. Ability to handle deadlines and time-sensitive requests. Ability to collect, synthesize, and analyze a wide variety of information; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, or other agencies; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$69,665 - \$96,140 Adopted December 14, 2018
Resolution 19-33**