



## **JOINT POWERS AUTHORITY (JPA) ADMINISTRATOR/CLERK**

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**FLSA STATUS:** Exempt

### **DEFINITION:**

The JPA Administrator/Clerk administers the Agency's governing body records and Board support functions, serving as the official custodian of Governing Board and Behavioral Health Commission actions and governance-related public records. The position serves as the official Recording Secretary to the Governing Board and Behavioral Health Commission and is responsible for the preparation, recording, certification, and publication of official actions, including agendas, minutes, resolutions, and related documentation. The JPA Administrator/Clerk maintains and publishes required governance and compliance information on the Agency's website; serves as the Agency's Filing Officer with the Fair Political Practices Commission (FPPC); acts as the Agency's Notary Public; and functions as the custodian of records for purposes of the California Public Records Act. The position provides confidential, independent administrative and advisory support to the Governing Board, Executive Director, Behavioral Health Commission, and Executive Management Team; responds to public inquiries related to governance matters; ensures compliance with applicable federal and State laws governing public agencies; and performs related administrative duties as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

The JPA Administrator/Clerk receives general direction from the Executive Director. Supervision. The JPA Administrator/Clerk exercises direct supervision over assigned JPA Assistant staff member(s), including work assignment, training, coordination, and performance input, consistent with established personnel policies and procedures.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single-incumbent classification serving as the official JPA Administrator/Clerk, governed by applicable provisions of the California Government Code and relevant federal and State laws. The position functions as the Agency's designated official for governance-related compliance with the Brown Act, California Public Records Act, and Political Reform Act, as those requirements pertain to the Governing Board and Behavioral Health Commission. The JPA Administrator/Clerk provides independent, non-managerial administrative and advisory support to the Governing Board, Executive Director, Behavioral Health Commission, and Executive Management Team, with primary responsibility for governance records, public meeting administration, and statutory clerk functions. The position serves as a key source of authoritative information regarding governance procedures and public access requirements for Agency leadership, staff, and the public. This classification is distinguished from executive and operational management roles in that it does not exercise ongoing programmatic, fiscal, or personnel management authority. The incumbent may supervise assigned clerical or administrative support staff and may direct technical or support staff on a project basis for discrete governance-related assignments;

however, the position does not exercise ongoing managerial authority over agency programs or departments. The position independently performs the full scope of assigned duties and regularly exercises discretion and independent judgment within established legal, policy, and governance frameworks.

**EXAMPLES OF ESSENTIAL DUTIES:** Essential duties include, but are not limited to, the following:

- Handle highly confidential information regarding controversial issues, individuals, and/or projects with diversified agency-wide implications; render direct and confidential administrative assistance to the Governing Board, Executive Director, and the Executive Management Team, as needed.
- Research, compile, and organize information for use by the Executive Director and executive management in the completion of reports, recommendations, and special projects; prepare reports and coordinate special projects for the Executive Director's and executive management's approval; contact other departments, agencies, or individuals for additional materials and information as needed.
- Responsible for the preparation, organization, printing, and distribution of meeting agenda and packet materials for Governing Board, Behavioral Health Commission, and other meetings; process notices of public hearings; attest and post resolutions and declarations; and administer bid openings.
- Conduct research and comprehensive data collection to support analysis, organizes data and information, and prepares comprehensive technical records and reports pertaining to assigned area of responsibility or requests from Executive Director or Governing Board.
- Act as Recording Secretary and attend meetings of the Governing Board and Behavioral Health Commission to prepare and certify official meeting Minutes in accordance with applicable federal, State, and Agency policy regulations, including the Brown Act; publish, index, and maintain the resolutions and minutes of the Governing Board and Behavioral Health Commission.
- Ensure up-to-date knowledge and compliance with applicable federal, State, City, and Agency policy regulations, including the Brown Act and keep the Executive Director and executive management informed of any changes as needed to maintain compliance.
- Serve as the filing officer for the Fair Political Practices Commission; advise Agency officials, and designated employees, of the Political Reform Act filing requirements; and administer the Agency's Conflict of Interest Code.
- Serve as the custodian of the official agency governance records; plan, create, and maintain organized centralized filing systems and computerization of the official records of all actions of the Governing Board, including resolutions, contracts, agreements, deeds, and minutes according to federal, State, local, and Agency regulations including the Health Insurance Portability and Accountability Act (HIPAA), and the Brown Act; and certify copies as required.
- Supports governance and administrative coordination of contracts requiring Governing Board review or official record retention as part of a shared responsibility with executive leadership, supporting the preparation, coordination, analysis, and revision of contracts for real property,

goods, services, and facilities. Assists in ensuring required Business Associate Agreements and contractor Attestations are completed and maintained when applicable. Coordinates contract documentation through prescribed administrative, legal, and governance review pathways, including Governing Board consideration when required, and facilitates communication and distribution of approved agreements to designated staff to support compliant and effective contract execution.

- Prepare and coordinate governance-related correspondence, reports, official notes, memoranda, and regulatory documentation.
- Research and provide information to staff members, other governmental agencies, and the general public; answer questions and give out information on the telephone, by correspondence, and in person.
- As part of Public Records Act administration, establish procedures and manage the indexing, preservation, and archiving programs, retention schedules, and research and retrieval systems; coordinate the handling of public records requests, as well as other legal actions such as subpoenas and claims.
- Lead the development and implementation of electronic records software management systems for the standardization and preservation of Agency communications and transference of vital information.
- Provide official notification to the public regarding public hearings, including legal advertising of notices.
- Keep the Agency website updated on all Governing Board and Behavioral Health Commission rosters, agendas, minutes, MHSA Plan Updates, meeting times, notices and announcements.
- Perform related duties and responsibilities as assigned.

#### **QUALIFICATIONS:**

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of education, training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

#### **Education and Experience:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field; and six years of significant, directly related and progressively responsible public agency governance, executive administrative, or legislative support experience supporting a public agency governing body, executive office, or governance administration function. Administrative coordination of contracts is highly desirable.

#### **Licenses and Certifications:**

- Possession of an appropriate valid California driver's license. Certification as a Notary Public is required for this position. The Agency will provide training and reimburse allowable costs associated with obtaining Notary Public certification. The incumbent must obtain certification within six months of employment and maintain active Notary Public status throughout employment as a condition of continued service. Failure to obtain required certification may result in removal from the position.
- Certain positions may require employees to travel independently throughout designated service areas to attend meetings, conduct Authority business, provide services, or perform other job-related duties. When driving is required as part of the assignment, employees may be required to possess and maintain a valid California Driver's License, an acceptable driving record, and proof of current vehicle registration and insurance when operating a personal or Authority vehicle.

Positions that are exclusively office-based may not require a driver's license unless the employee is reassigned or temporarily assigned to duties requiring travel.

**Knowledge of:**

- Federal, State, and local laws, regulations, and requirements applicable to public agencies and Joint Powers Authorities, including the Brown Act, California Public Records Act, and Political Reform Act (FPPC).
- Governance structures, statutory authorities, and procedural requirements of Joint Powers Authorities, governing boards, and advisory commissions.
- Principles and practices of public-sector governance administration, including agenda preparation, official actions, resolutions, and meeting protocols.
- Records and information governance, including electronic records retention, disclosure requirements, and lawful destruction of public records.
- Public meeting administration standards, including minute preparation, certification, and publication of official actions.
- Research, analysis, and report preparation methods applicable to public agency operations.
- Use of modern technology systems for agenda management, electronic document management, public records tracking, and website content management.
- Standards governing confidentiality, privacy, and secure handling of sensitive public records and information.
- Professional written communication practices, including grammar, clarity, and compliance-based documentation.

**Skill in:**

- Preparing, recording, certifying, and publishing agendas, minutes, resolutions, and other official governing body documents with accuracy and attention to legal requirements.
- Administering electronic records management systems, agenda management platforms, and document repositories.
- Interpreting and applying statutes, regulations, and procedural rules governing public agency transparency and governance.
- Conducting policy and legal research and organizing information for governing bodies, executive leadership, and the public.

- Using advanced office and productivity software, including Microsoft 365, document management systems, and content management applications.
- Communicating effectively and professionally with governing board members, commission members, executive leadership, legal counsel, staff, and the public.
- Managing confidential and sensitive matters with discretion, judgment, and professionalism.
- Organizing work, prioritizing tasks, and meeting statutory deadlines in a highly regulated environment.

**Ability to:**

- Serve as the official custodian of governance-related public records, including oversight of lawful retention, disclosure, and destruction in compliance with applicable laws.
- Remain current on laws, regulations, and best practices affecting public meetings, ethics filings, public records, and Joint Powers Authorities.
- Exercise independent judgment within established legal, policy, and governance frameworks.
- Analyze complex governance issues, assess compliance risks, and recommend appropriate procedural actions.
- Prepare accurate correspondence, reports, agendas, and official documentation requiring minimal revision.
- Coordinate Governing Board and Commission processes, including meeting schedules, agenda development, logistics, and follow-up actions.
- Respond to public inquiries regarding governance, records access, and public meetings in a professional and courteous manner.
- Establish and maintain effective working relationships with elected officials, appointed commission members, executive leadership, legal counsel, and agency staff.
- Manage multiple priorities and deadlines while maintaining accuracy, compliance, and transparency.
- Communicate clearly and concisely, both orally and in writing, in formal public-sector settings.

**PHYSICAL DEMANDS (ADA)**

Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and computer screen; and hearing and speech to communicate. May require standing, walking, bending, stooping, and the ability to lift up to 15 pounds.

**ENVIRONMENTAL CONDITIONS**

Work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Interaction with upset staff or the public may occur.

**WORKING CONDITIONS**

In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may

be asked to perform duties accordingly.

Must receive satisfactory results from a background investigation, pre-employment physical examination including drug/alcohol testing, and administrative review.