



NVTA Title: **OFFICE MANAGER/BOARD SECRETARY**
FLSA: Exempt
Salary Range \$93,780 to \$112,776
Last Amended: 07/2020

NVTA serves as the countywide transportation planning agency for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding within an intermodal policy framework including highways, streets, and roads, transit and paratransit, bicycle and pedestrian network improvements. NVTA also provides fixed route and on-demand transit services in Napa County including Vine Transit in Napa, American Canyon Transit, Calistoga Shuttle, Yountville Trolley, St. Helena Shuttle and Vine Go paratransit services.

DEFINITION

Under administrative direction, the Office Manager/Board Secretary assumes responsibility for the Napa Valley Transportation Authority's administrative services and human resources activities. The responsibilities of this position include supervising and providing oversight to administrative staff to ensure the office and administrative building is well maintained and functioning. The position also oversees all aspects of human resources, including staffing plans, compensation, benefits, training and development, and labor relations. The Office Manager/Board Secretary will also serve as the Agency's Civil Rights Compliance Officer. The Board Secretary serves the NVTA and NVTA-Tax Authority (NVTA-TA) Boards, including scheduling and overseeing agenda packet production for board meetings and multiple committees. The position performs other related duties.

CLASS CHARACTERISTICS

The Office Manager/Board Secretary assumes full management responsibility for administrative operations of the office, including all human resource programs, services and activities including employee and labor relations, recruitment, benefits and compensation analysis. Additionally, the Office Manager/Board Secretary serves as the Agency's Civil Rights Compliance Officer and as the Board Secretary to the NVTA and NVTA-TA. This position requires independent judgment and the ability to make decisions to recommend, implement and coordinate services. The Office Manager/Board Secretary must be able to multi-task, meet deadlines and work independently and as part of a team, even under stressful situations.

The position may also direct the development and implement organizational development programs, employee orientation and training programs, benefits plans, policies and guidelines, database management procedures, oversight of third party contractor's equal opportunity employment programs, and employee records and policies.

The Office Manager/ Board Secretary will ensure compliance with federal, state and local laws and industry regulations; advise managers on the legal implications of Human

Resources issues related to discipline and employee grievances. The position will plan and oversee the Human Resources budget.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by NVTA's Executive Director and Senior Management team.

The incumbent will be responsible for managing staff that provide support functions for the NVTA Staff, NVTA Board of Directors, and NVTA committees.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Human Resources and Payroll/Benefits Management:

1. Assist in the development and revision of human resource programs, policies and procedures; apply, interpret, and ensure compliance with general human resource administration practices and procedures, as well as, ensure compliance with state and federal employment laws and regulations such as drug free workplace, harassment, Title VI and OSHA requirements.
2. Prepare and maintain confidential personnel documents and records per legal standards or policies.
3. Review and process bi-weekly payroll and coordinate payment of all state and federal tax liabilities and other obligations with the Agency's payroll processor.
4. Prepare and maintain the annual administrative salary and benefits budget.
5. Generate and maintain clear, concise and comprehensive records, reports and correspondence for a variety of fiscal activities such as purchasing, budgeting expenditures and claims for payment.
6. Perform routine administrative and budgetary requests including the preparation of data and compilation of supporting documentation for budget development.
7. Perform special surveys and projects and prepare reports as assigned.
8. Develop and customize computerized spreadsheets to meet requester's informational needs.
9. Obtain and resolve problems relating to retirement and insurance benefits; act as liaison to the California Public Employees' Retirement System (CalPERS) and California Employers' Retiree Benefit Trust (CERBT)
10. Conduct the recruitment process for agency positions; prepare recruitment materials such as job announcements, job opportunity bulletins, supplemental questionnaires, and recruitment plans; place advertisements for job openings in appropriate publications. Develop screening criteria (minimum qualifications, requisite license, certification, degree, etc.). Develop applicant testing processes such as establishing cut-off scores and other testing requirements as needed such as drug testing, etc. Manage the interview process, including development of

- interview forms, and preparation of interview panel members. Coordinate the hire (job offer, rejection letters, hire date). Conduct new employee orientations.
11. Conduct triennial classification and compensation surveys with similar agencies and compare/evaluate the duties and responsibilities assigned to current positions and make recommendations regarding salary and fringe benefits.
 12. Administer and coordinate employee insurance and benefits programs including health, dental, life, employee assistance and disability coverage. Direct open enrollment for insurance plans and prepare materials for distribution to Agency employees. Monitor, review and evaluate the current health, dental, vision, life, disability, and employee assistance insurance plans and coordinate selection to new plan options. Investigate and resolve the more complex employee insurance problems and respond to employee and provider inquiries.
 13. Administer CalPERS Retirement, Health and 457 Deferred Compensation contracts; assist employees regarding possible retirement.
 14. Develop and prepare employee benefit administration policies and procedures.
 15. Coordinate Worker's Compensation benefits and leaves, including tracking of time and benefits coordination with employees and Agency. Serve as Workers' Compensation liaison between Agency, injured or ill employees, and outside service providers.
 16. Perform research and analysis regarding American with Disabilities Act (ADA), California Family Rights Act (CFRA), Family medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and other statutes or regulation covering employees in the State of California.
 17. Develop, conduct and coordinate training and development programs in conjunction with agency executive management. Serve as NVTA's Safety Officer, develop and administer safety program, plans and conduct or arrange for employee safety training(s).
 18. Provide consultation and guidance for Agency staff regarding human resources policies and assist with employee relations and other various employee matters.
 19. Design and deliver employee training, orientation, education and employee staff training programs.
 20. Prepare and/or supervise the preparation of operating manuals and organizational workflow charts.
 21. Perform other duties as assigned.

Administrative:

1. Serves as the NVTA's Civil Rights Compliance Officer and manage the Title VI complaint process on behalf of the agency.
2. Oversees administrative operations and manage staff, including front desk activities, maintenance of office supplies and equipment, maintenance of Soscol Gateway Transit Center Administrative buildings, including overseeing janitorial and building services contracts (such security, landscape, and exterior cleaning)

and oversees annual maintenance of building equipment (HVAC, elevator inspection/repair, fire extinguishers, etc.).

3. Maintain appointment schedules and calendars.
4. Receives and respond to public record requests.
5. Perform other duties as assigned.

Board Secretary:

1. Serves as the Board Secretary for NVTA and NVTA-TA. Prepares agendas, develop agenda reports, and make presentations to the Board; confirms agenda with Executive Director, Board Chair and Legal Counsel and ensures proper preparation and timely delivery of Board monthly agenda packet; direct an accurate and efficient minute-taking process; write routine resolutions or proclamations for presentation.
2. Responsible for the production and distribution of semi-monthly or quarterly committee agenda packets, preparing minutes and supporting committee chairs.
3. Responsible for overseeing agency adherence to public meeting processes and ethics requirements, including the Fair Political Practices Act of Board Members and NVTA staff, Ralph M. Brown Act, and Sturgis Code of Parliamentary procedures.
4. Manages the maintenance of the legislative record of the NVTA & NVTA-TA Board of Directors and all other committees, boards and commissions, including minutes, resolutions, ordinances, filings, and all other documents which come under the jurisdiction of the Secretary of the Board.
5. Research past and current Board actions as requested; ensure that staff and the public have access to all aspects of the legislative history in a timely manner.
6. Represent the NVTA & NVTA-TA to outside agencies and organizations, participate in outreach and provide technical assistance as necessary.
7. Prepare and present clear and concise correspondence, reports, and recommendations.
8. Arrange meetings, conferences and travel arrangements for Executive Director and/or Board Members when requested.
9. Schedule meetings for various committees, boards and/or commissions.
10. Respond to complaints and requests for information regarding policies, rules, and regulations.
11. Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in human resources, business administration, public administration or a closely related field.

Experience: Four or more years of responsible technical administrative experience in public sector human resources, payroll, benefits administration, or a related governing body clerk or secretary, and/or general administrative area. Work must have required public contact and some experience working with governmental boards, commissions or committees, preferably in a secretarial or staff support capacity.

Additional experience may be substituted for the required education.

Bilingual in Spanish (oral and written) highly desirable, but not required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organizational, functional and administrative structures of public agencies, including the role of an elected Board and volunteer committee and commission members.
- Brown Act and Sturgis Code of Parliamentary Procedure; California Secretary of State and Fair Political Practices Commission (FPPC) filings.
- Principles, practices, and techniques of technical administrative work pertaining to public relations, office management and budget administration.
- Principles and practices associated with payroll processing, including the payment of state and federal tax liabilities, garnished wages, public sector retirement and health benefits.
- Principles, practices and methods of technical public human resources administration pertaining to recruitment, examination, position classification and salary and benefit administration.
- Basic technical accounting principles and practices.
- Principles and practices of effective supervision.
- The role of technology in improving business processes and efficiencies.

Ability to:

- Communicate effectively both orally and in writing.
- Recommend and implement work procedures to meet changing needs.
- Make decisions exercising independent judgment.
- Maintain confidentiality of information.
- Prepare salary/benefits data and information.
- Perform tasks in compliance with policies and procedures.
- Recommend solutions to technical administrative problems.

- Prepare clear and concise correspondence, reports, and recommendations.
- Represent the department to a variety of boards, commissions, groups, other agencies and business, and the public.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Supervise staff as assigned.
- Operate a personal computer with word processing, spreadsheet, and database programs.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.