



Position: Clerk of the Board/Executive Assistant

Reports to: Chief Executive Officer

Location: 17150 Smoke Tree, Hesperia, CA 92345

Employment Status: Full Time

FLSA Classification: Exempt - Salary

Work Schedule: On-Site

Annual Base Salary: \$84,776 – \$96,993 (commensurate with experience)

Drive Your Career Forward with Victor Valley Transit Authority (VVTA)!

At Victor Valley Transit Authority (VVTA), we don't just move people, we move communities forward. Our commitment to quality, efficiency, and responsiveness ensures that every ride is a dependable experience, enhancing mobility and access for all.

As an employer, we value our people as much as we value our mission. We offer work-life balance, so you can thrive both personally and professionally. Our rewarding compensation and benefits support financial and personal well-being, ensuring every employee feels appreciated. We foster a family-oriented organizational culture, prioritizing employee morale and leadership that actively nurtures a positive workplace. And when it comes to growth, we empower our team with career opportunities that spark pride, encourage development, and allow you to serve the public in meaningful ways.

Join us, and be part of an organization that drives impact, innovation, and connection every day. VVTA, a career that moves you.

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES:

Performs a full range of complex administrative duties; assists with confidential assignments; provides comprehensive administrative support to the Board of Directors, the Chief Executive Officer, and agency managers; serves as Clerk of the Board; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Reports to the Chief Executive Officer and provides direction to others as assigned.



EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provides direct support to the Chief Executive Officer (CEO) by managing and maintaining her/his calendar; responds (as appropriate) to emails on behalf of the CEO; drafts letters and written communications.
- Schedules meetings, arranges appointments, and maintains master calendar for CEO.
- Provides direct support for the CEO on all tasks as needed.
- Performs office administrative support for Board of Directors (BOD), managers, directors, and CEO.
- Responsible for agendas; keeps track of and reminds staff of agenda items, follows through on items; receives, compiles, copies, proofreads, and distributes agenda packets for Board meetings; records and transcribes minutes; maintains permanent records, resolutions, and files; prepares minute excerpts as requested.
- Coordinates with Chief Financial Officer regarding monthly financial reports for Board meeting packet.
- Provides cross training on Board packet process to assigned individuals to cover during leave of absence or vacations.
- Responds to routine mail and e-mail; composes routine correspondence.
- Maintains confidential and litigation files; receives subpoenas; distributes per protocol.
- Makes travel arrangements, including hotel and airline reservations; conference and training registrations, prepares travel requests, and expense reports, and maintains travel and training expense logs.
- Assists with logistics and set-up of special events, orders food and beverages.
- Receives, opens, date stamps, distributes incoming mail, and forwards faxes to appropriate staff.
- Maintains public records and interacts with the public and public officials.
- Ensure collection and filing of Form 700 from Board members and select agency and jurisdictional members; file applicable documents and amendments of same to the State of California as needed.
- Sorts and logs non-invoiced receivables.
- Obtains and maintains Notary Commission through the State of California and performs such duties as needed.
- Supports special projects, strategic initiatives, and other related duties as assigned.

MINIMUM QUALIFICATIONS:

A combination of experience and training that would provide the required knowledge, skills, and abilities:

Education:

- Completion of an associate degree from an accredited college or business school with major coursework in office administration, business administration, or a related field is highly desirable.



Experience:

- Minimum eight (8) years of increasingly responsible administrative support experience:
 - At least five (5) years supporting executive-level management, and
 - Experience preparing agendas, minutes, or supporting a governing board, commission, or committee
- Experience in a public agency or public transit environment is highly desirable

Knowledge of:

- Brown Act requirements, public meeting laws, and legally compliant agenda-setting practices
- Board of Directors operations, including agenda preparation, minute taking, resolutions, and official recordkeeping
- Records management standards, including retention schedules, confidential document handling, and information systems used for tracking and reporting
- Modern office administration, workflow coordination, and executive-level administrative procedures.
- Customer service principles and professional communication standards
- Advanced knowledge of English usage, spelling, grammar, punctuation, and professional writing standards, including the ability to draft clear, concise, and legally accurate Board reports, meeting minutes, executive correspondence, and other official administrative materials
- FPPC (Fair Political Practices Commission) regulations, reporting requirements, and submission deadlines
- Federal and state regulations and guidelines (working knowledge)
- Research and report preparation methods and techniques

Ability to:

- Work independently with minimal supervision and manage competing priorities under tight deadlines
- Exercise tact, diplomacy, and professionalism in high-pressure or sensitive situations
- Establish and maintain effective working relationships with internal and external stakeholders
- Prepare accurate, legally compliant agendas, minutes, resolutions, and official correspondence
- Represent the agency professionally at Board meetings, committee meetings, and public events; speak confidently in public settings
- Interpret, apply, and explain policies, rules, regulations, and procedures, including basic ADA-related requirements
- Analyze situations, identify issues, and recommend effective courses of action
- Research, compile, and summarize data, including statistical, financial, and operational information
- Maintain strict confidentiality and uphold ethical standards at all times
- Adapt to changing priorities, handle interruptions, and anticipate executive needs
- Communicate clearly and effectively, both orally and in writing
- Evaluate and establish priorities, organize work, and meet deadlines consistently
- Resolve issues and respond to inquiries within established guidelines



Proficient in:

- Typing accurately and at a speed necessary for successful job performance
- Computers and software applications, including Microsoft Word, Excel, PowerPoint, Outlook, document-management systems and other office administrative machines. Knowledge of Net Suite is preferred and ability to learn propriety software such as Transtrack and others as needed.

License or Certificate:

- Possession of a valid California driver's license is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be considered on a case-by-case basis.
- Notary Public for the State of California is desirable.

SPECIAL SKILLS AND WORK ENVIRONMENT:

Physical Skills:

Mobility to work in a typical office setting. Physical ability to use standard office equipment, including a computer; sit at desk or stand for prolonged periods; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone; intermittently twist and reach office equipment; dexterity to use a money counter and computer; write and use keyboard to communicate through written means; lift or carry light weight; travel to and from various sites.

Work Environment:

- Work in a standard office setting.