



LOS ALTOS HILLS COUNTY FIRE DISTRICT
DISTRICT CLERK
EMPLOYMENT AGREEMENT

This Agreement for employment of a District Clerk (“Agreement”) is made and entered into by and between the Los Altos Hills County Fire District (“District”), and Corinne Vargas (“Vargas”) collectively “Parties”. This Agreement shall have an effective date of September 18, 2019.

RECITALS

WHEREAS, the District and its Board of Commissioners (“District Board”) finds it is in the best interest of the District to hire an employee to assist with the District’s mission to prevent fires through prevention and education programs, provide personal emergency preparedness programs, and provide administrative support to the District and District Manager; and

WHEREAS, the District Clerk is a position required under State law for public agencies upon which the governing body and the general public rely for information regarding the operations and legislative history of the District; and

WHEREAS, the statutes of the State of California prescribe the basic functions and duties of the District Clerk, and the Government Code provide precise and specific responsibilities and procedures to follow; and

WHEREAS, the District Clerk is a position previously held by an independent contractor; and

WHEREAS, the District Board finds the position of District Clerk as described in the District Clerk job description attached hereto as Exhibit A best suits the needs of the District as a regular part-time position; and

WHEREAS, Vargas possesses those skills, experiences, attributes and abilities as a result of years of her service to the District as an independent contractor and as the District’s Interim District Clerk; and

WHEREAS, the District by its District Board desires to employ Vargas in the position of District Clerk of the District; and

WHEREAS, Vargas desires to accept employment as District Clerk of the District under the terms set forth herein.

NOW, THEREFORE, in consideration of the respective and mutual covenants hereinafter contained and made, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and agreed, and subject to all the terms and conditions hereof, the Parties agree as follows:

I. EMPLOYMENT

A. APPOINTMENT

The District by its District Board hereby appoints Vargas to a part time at-will position of District Clerk, effective September 18, 2019, to perform the functions and duties identified in **Exhibit A** to this Agreement, and to perform such other duties and functions as the General Manager shall from time to time assign as are appropriate for the position and needed by the District. Vargas shall serve at the pleasure of the District, and therefore, is an at-will employee who has no property interest in continuing employment.

B. COMMENCEMENT OF EMPLOYMENT

The term of the Agreement, unless terminated earlier as provided in Section IV. (Termination of Employment) below, shall be for eighteen (18) months, commencing on September 18, 2019 and expiring on March 1, 2021.

C. AT-WILL EMPLOYMENT

The District employs Vargas as a part time at-will employee, whose employment may be terminated by the District with or without cause. Nothing in this Agreement is intended to, or does, confer upon Vargas any right to any property interest in continued employment before or after a decision by the District to terminate her employment. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of the District to terminate the services of Vargas as provided herein. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Vargas to resign at any time from her position with the District, subject to the provisions set forth in this Agreement. This part time at-will Agreement shall be expressly subject to the rights and obligations of the District and Vargas, as set forth herein.

II. DUTIES, AND RESPONSIBILITIES

A. EMPLOYMENT DUTIES

Vargas' duties and responsibilities under this Agreement will be those assigned to the position of District Clerk, as described in the job description for the District Clerk position, as adopted and amended from time to time by the District, and such other duties and responsibilities as may be assigned by the District. The current job description for District Clerk is attached as **Exhibit A** to this Agreement. By execution of this Agreement, Vargas attests that she meets the qualifications for employment as stated in said **Exhibit A**.

The District General Manager may, in her sole discretion, delegate to Vargas certain additional administrative duties and responsibilities to be provided while the General Manager is away from the District. Such additional duties and responsibilities, if assigned, will not warrant any additional compensation beyond that specified in this Agreement.

B. ACCOUNTABILITY

Vargas shall provide services at the direction of and under the supervision of the District's General Manager.

C. HOURS OF WORK

Under this Agreement, Vargas is to perform the work in **Exhibit A** for up to twenty (20) hours per week not to exceed eighty (80) hours per month. Vargas shall not work more than twenty (20) hours per week or eighty (80) hours per month without first receiving prior approval from the General Manager.

Hours worked each week will include hours on-site and hours off-site. Weekly schedule of hours will be flexible to allow work weeks greater than twenty (20) hours for projects demands and work weeks with less than twenty (20) hours. Vargas shall be allowed flexibility in setting her own office hours and work schedule, subject to approval of the General Manager.

It is expected that all required work will be satisfactorily performed within the allocated hours assigned and within a flexible work schedule.

Vargas shall advise the General Manager if she plans to take any time off work for more than three consecutive days.

D. TIMESHEETS

Vargas shall record all hours worked on a timesheet to be provided to her by the General Manager. Vargas is required to submit a completed timesheet to the General Manager on the 15th and last day of each month.

E. OFFICE

Vargas' on-site District office will be in the conference and copy and storage rooms at the El Monte Fire Station or at other office locations that may be arranged. Vargas will be provided a District laptop and supportive equipment necessary for performance of her duties.

F. OTHER ACTIVITIES

Vargas will not engage in any conduct or other employment or business that would interfere with her ability to fulfill her duties and responsibilities to the District. Vargas will not engage in any conduct within or outside the scope of her employment with the District that reflects unfavorably

on or discredits the District or other District employees.

Vargas shall not create any conflict of interest with the District by accepting any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) or that otherwise might interfere with the business and operations of the District. District may terminate this Agreement and Vargas' employment should a conflict of interest arise or if Vargas fails to promptly disclose any such conflict of interest to the District.

This provision does not preclude Vargas from performing independent contractor services as a Professional Financial Consultant for the District though the District's independent contractor agreement with Vargas Company.

G. CONFIDENTIAL INFORMATION

Vargas acknowledges that in the performance of the duties as District Clerk, the District discloses and entrusts Vargas with certain confidential or proprietary information. Vargas agrees not to directly or indirectly disclose or use at any time any such information, whether it be in the forms of records, lists, data, personnel information, drawings, reports, or otherwise, of a business or technical nature, which was acquired or viewed by Vargas through Vargas' employment relationship with the District unless such disclosure is authorized by the District in writing, required by law, or required in the performance of Vargas's duties. This provision shall survive the termination or expiration of this Agreement.

III. COMPENSATION

A. COMPENSATION

For all services rendered by Vargas under this Agreement, Vargas shall be paid an hourly wage of sixty dollars (\$60.00) per hour, up to eighty (80) hours per month. Hours worked over twenty (20) hours per week or eighty (80) hours per month will be at the written approval of the General Manager. Compensation will be capped at fifty-seven thousand six-hundred dollars (\$57,600.00) per year. Wages are payable in accordance with the Santa Clara County Payroll Department's normal payroll practices for any pay period(s) during which Vargas works at the District. Vargas' wages shall be subject to applicable withholding requirements and deduction of any such other sums as may be agreed upon between Vargas and the District.

B. SOCIAL SECURITY

The District shall pay the employer's portion of Social Security, State Disability Insurance ("SDI") and unemployment insurance. Deductions shall be made from Vargas' paycheck for standard employee deductions required by law. The District is not providing retirement benefits or health insurance benefits to Vargas. Vargas is responsible for procuring and paying for any health care, retirement or other benefits outside of Vargas' employment with the District. The District does not have a contract with or otherwise participate as an employer under the California Public Employees' Retirement System ("CalPERS").

C. RETIREMENT BENEFITS

The District does not participate in or provide any District-sponsored retiree benefit or pension programs (e.g., CalPERS, PARS, 457(b) plans, etc.). Vargas acknowledges and agrees that by entering into this Agreement she will not be earning or be entitled to any retiree benefits from the District.

D. INSURANCE

As required by law, prior to the effective date of this Agreement the District shall obtain Workers' Compensation insurance to cover the employment of Vargas. Vargas will also be covered as an employee under the District's general liability insurance.

E. INDEMNIFICATION

Consistent with California Government Code, District shall defend, hold harmless, and indemnify Vargas using legal counsel of District's choosing, against expense or legal liability for acts or omissions by Vargas occurring within the course and scope of Vargas' employment under this Agreement.

F. PERFORMANCE EVALUATION

The General Manager shall periodically provide Vargas with a written performance evaluation.

G. LIABILITY FOR TAXES

Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences to Vargas, any designated beneficiary hereunder, the heirs, administrators, executors, successors and assigns of Vargas. Vargas shall assume sole liability for any state or federal tax consequences of this Agreement or any related agreement and agrees to indemnify and hold the District harmless from such tax consequences.

IV. TERMINATION OF EMPLOYMENT

A. TERMINATION OF SERVICE

Vargas or the District may terminate this Agreement for any reason prior to the expiration date in Paragraph 1(B) by providing notice to the other party in accordance with Paragraph VI(B) of this Agreement. The Agreement shall terminate fifteen (15) days after the Notice is sent (“Termination Date”).

Vargas shall not be entitled to any additional compensation or payment, including severance after the Termination Date.

Vargas shall be entitled to salary earned up to and including the Termination Date, and expense reimbursements as provided in Paragraph V(B) and V(C) of this Agreement through and until the Termination Date.

B. RETURN OF PROPERTY

Upon the termination of employment, Vargas shall immediately deliver to the District, all property in Vargas’ possession or control belonging to the District or to any of its constituents, in good condition.

V. FRINGE BENEFITS

A. SICK LEAVE

Vargas is entitled by State Law to twenty-four (24) hours of paid sick leave upon completion of Vargas’ one-hundred twentieth (120th) calendar day of employment, or as otherwise required by law. Thereafter, Vargas will be provided twenty-four (24) hours of paid sick leave at the beginning of each year of employment. Sick leave can be accrued up to a maximum of forty-eight (48) hours. In each year of employment, Vargas is limited to using up to twenty-four (24) hours of accrued sick leave. Unused sick leave shall be carried over from year-to-year subject to the forty-eight (48) hour accrual cap. Unused sick leave will not be cashed out upon termination of employment.

B. VEHICLE STIPEND

Vargas is required to maintain a valid California Driver License and have an automobile available at all times to perform the duties of the position. To reimburse Vargas for this automobile requirement, Vargas shall be provided a monthly automobile stipend of fifty dollars (\$50.00). This stipend covers all work-related use of Vargas automobile within the geographical boundaries of the District. It is understood that this is a reasonable approximation of the usual and regular costs associated with the use and maintenance of Vargas automobile for work and that actual costs may exceed the stipend. Vargas shall not submit for reimbursement costs associated with the maintenance and use of Vargas automobile within the District over and above the amount provided for in this stipend. Costs associated with use of Vargas automobile include but are not limited to:

gas, maintenance, registration, insurance and car rentals in the event that Vargas automobile is not operable.

C. REIMBURSEMENT FOR WORK RELATED EXPENSES

Vargas shall be reimbursed for all documented, actual, and necessary expenses incurred as a result of performance of job duties, including, but not limited to, business-related travel, membership in professional organizations, attendance at professional conferences, and purchase of business-related supplies. Business-related travel expenses shall include: lodging, airfare, meals, parking, tolls and mileage at the IRS rate for travel outside the District. Vargas must receive prior approval from the General Manager prior to incurring any expenses for the attendance at professional conferences, airfare and overnight travel.

D. UNPAID LEAVE

By mutual agreement between Vargas and the General Manager, Vargas may be granted reasonable periods of unpaid leave. Vargas shall schedule unpaid leave in a manner that minimizes the disruption of services provided by the District.

E. NO OTHER FRINGE BENEFITS

The District does not provide medical benefits, dental benefits, other insurance benefits, vacation leave, holiday pay, or other paid leave besides sick leave as specified in Paragraph V(A) of this Agreement. Vargas acknowledges and agrees that other than the fringe benefits provided for in this Agreement, she is not entitled to any other fringe benefits, health benefits, or leave benefits as a result of her employment with the District.

F. ABUSE OF OFFICE OR POSITION

Pursuant to Government Code sections 53243, 53243.1, 53243.2, and 53243.3, the following provisions shall apply to this Agreement:

1. The parties agree that the Authority has discretion to place Vargas on paid administrative leave pending any investigation of Vargas' conduct, that doing so is not required, and, that if the District does so, and if Vargas is thereafter convicted of a crime involving an abuse of her position, then immediately following the conviction Vargas shall reimburse the District for any salary paid to her while on leave under Government Code section 53243.
2. The parties further agree that the District has discretion to provide funds for the legal criminal defense of Vargas, that doing so is not required, and, that if the District does so, and if Vargas is thereafter convicted of a crime involving an abuse of her position, then immediately following the conviction Vargas shall reimburse the District for all funds provided for her legal criminal defense under Government Code section 53243.1.

3. Notwithstanding any other provision of this Agreement, if Vargas is dismissed and receives severance or any other cash settlement or noncontractual payments related to her termination, then under Government Code sections 53243.2 and 53243.3, Vargas shall reimburse the District for the severance pay and/or cash settlement/non-contractual payments if she is convicted of a crime involving an abuse of his office or position.
4. For purposes of this Agreement, the phrase "abuse of office or position" shall have that meaning as set forth in Government Code section 53243.4.

VI GENERAL PROVISIONS

A. ENTIRE INTEGRATED AGREEMENT

Vargas and the District declare and represent that no promise, inducement, or agreement not discussed in this Agreement has been made between them and that this Agreement contains the entire expression of agreement between Vargas and the District on the subjects addressed in this Agreement. The text herein shall constitute the entire Agreement between the Parties and supersedes all prior oral and written agreements or understandings between Vargas and District.

B. NOTICES

Any notices to be given under this Agreement by either party to the other shall be in writing and may be affected either by personal delivery or by mail. Mailed notices shall be addressed to the parties as set forth below, but each party may change its address by written notice given in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of five (5) calendar days following the date of mailing:

DISTRICT: Los Altos Hills County Fire District
c/o General Manager
P.O. Box 1766
Los Altos Hills, California 94023

VARGAS: Corinne Vargas
Redacted

C. HEIRS AND EXECUTORS

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Vargas.

D. EFFECT OF WAIVER

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

E. SEVERABILITY

If any provision, or portion thereof, contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

F. ASSISTANCE OF COUNSEL

Each party to this Agreement warrants to the other party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain it.

G. LEGAL FEES

In the event that either party to the Agreement brings a lawsuit to enforce or interpret any provisions of the Agreement, the prevailing party shall be entitled to recover their reasonable attorneys' fees and related expenses and costs.

H. JURISDICTION

The Agreement shall be governed by the laws of the State of California. Should either party bring a lawsuit to enforce or interpret provisions of this Agreement, such action shall be brought in the Santa Clara County Superior Court, California.

I. INTERPRETATION OF AGREEMENT

The District and Vargas acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement. Therefore, no presumption for or against validity or as to any interpretation hereof based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

J. AMENDMENT

This Agreement is intended by Vargas and the District to be a fully integrated document. The terms of this Agreement are the complete, exclusive, and final embodiment of the parties' intent and may be modified only in a written document signed by Vargas and the District.

IN WITNESS WHEREOF, the District has caused the Agreement to be signed and executed in its behalf by its Board Present and duly attested to by its District Clerk, both in duplicate, the day and year first above written.

/S/
Corinne Vargas

Date: _____

Mark Warren, Board President
Los Altos Hills County Fire District

Date: _____

ATTESTED TO:

J. Logan, District General Manager

Date: _____

**Los Altos Hills County Fire District
Los Altos Hills, CA**

District Clerk

Job Description

DEFINITION

The District Clerk performs a variety of specialized and complex administrative, management and clerk duties as prescribed by law and prepares the Board of Commissioners regular and special meeting agendas and related documents in accordance with legal requirements. Serves as liaison with District Board of Commissioners, District General Manager, staff, legal counsel, outside agencies, and the general public. Ensures work quality and adherence to established policies and procedures. Responsible for the maintenance of official District records for public, private and government use. Serves as the District's records custodian and filing officer, process and monitor documents including conflict of interest filings in accordance with established procedures.

POSITION DESCRIPTION

The District Clerk has responsibility for the day-to-day operation of central administrative and business management service functions aimed at assisting District management in the accomplishment of the purposes of the organization. This position reports to the District General Manager and the Board of Commissioners. The position requires knowledge of both the Brown Act – Open Meetings for Local Legislative Bodies and the material presented as “Local Government Ethics Training” by the County as well as a working knowledge of the Fair Political Practice and Public Records Act rules and regulations.

The position serves as a resource for a broad range of duties, organizes a wide range of activities and District functions, and is a member of the team that includes the District General Manager and Emergency Services Manager. The position supports the Board of Commissioners and its subcommittees.

DISTINGUISHING CHARACTERISTICS

This position has a high degree of responsibility and complexity. This position has a broader scope of duties than that typically assigned to general administrative personnel. This position serves as the primary and confidential administrative liaison for the LAHCFD Commission and its legal counsel and for the Fire Chief and other executive management personnel in Santa Clara County; including but not limited to Board of Supervisors, Fire Department, Administrative Support services, Fiscal, Agricultural & Environmental Management, and the Town of Los Altos Hills.

Definition of Level:

Positions at this level have responsibility for both administrative and business management service operations. The administrative operations at this level typically involve a wide variety of activities, the majority of which are complex and in-depth in nature. The position may be responsible for a limited number of major comprehensive and complex activities having a wide scope, effect and influence on the commission's activities. The District Clerk position may perform complex and in-depth administrative assignments that require no supervision or little oversight, thus requiring independent decision-making.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Performs or supervises the administrative and business management operations of the District Commission, including developing the meeting agenda, monthly packet coordination and distribution, office management, procedure analysis activities, managing records organization, indexing, retention, storage and retrieval of historical documentation, and response to public and staff requests.
- Develops and implements policies, procedures and guidelines; serves as resource to Commission, staff and community residents and public.

Detailed example of duties:

- Compose meeting drafts and agendas in coordination with the General Manager, Commission President and District Counsel; complete follow-up activities for agenda items after Commission meetings; construct subsequent agenda draft immediately following Commission meeting for review of General Manager and District Counsel.
- Organize Commission meetings and agendas under requirements of Brown Act that includes agenda packet materials, Memorandum Reports, Agreements, Resolutions for presentation to Fire Commission and public; copy, assemble, distribute and post on District website and post agenda (as required by law) in two public posting places; posts legal notices in local press and media.
- Attest all District Resolutions, Ordinances, and minutes; certify public proceedings and other District documents as required.
- Record minutes of the Commission meetings and transcribe for posting and records retention.
- Manages Fire District public contact phone number; receive District phone calls from general public, respond to caller within one days, keeps log of calls, date, time, name, address, email, summary of call and response to caller; provide General Manager with weekly reports of calls; refer callers to appropriate District Staff or Consultants as needed.

- Order and deliver tree removal and brush chipping resident cards for bulk mailing to the mailing company; prepare new street address amendments for bulk mailing company;
- As the District's Custodian of Records, direct and lead the District's records management function; participate in records policy development and long-range planning; promulgate Administrative Policies and Guidelines governing records retention; scanning and disposition for District wide use; conduct training of staff; supervise the maintenance, scanning, retrieval and disposal of records; participate in the selection of an electronic document management system; establish indexing standards and other guidelines for use of the system.
- Inform appointed officials of their obligations under AB 1234 and maintain a tracking system for Ethics Training Certificate.
- Coordinate with County Fire Marshal to schedule three Weed/Brush Abatement Hearings per year.
- Post Weed Abatement Lists in Public Posting Box and LAH Town Hall Front Office.
- Post legal notices in local press and media.
- Maintain and update to ensure current information of Commission subcommittee members, Commission Roster and dates of appointment and term of office, Commission and staff contact information, vendors, consultants, District documents including Strategic Plan, CERT, vendor records.
- Check District P.O. Box weekly for received mail.
- Keep Petty Cash account, provide and maintain proper controls to ensure fiscal integrity.
- Communicate with Consultants, Fire Chief and Fire Department staff, District Counsel, General Manager and President of Commission frequently and as needed on matters pertaining to the District.
- Respond to California Public Records Act Requests in compliance with state or federal law in conjunction with District General Counsel.
- Purchase all District office supplies, arrange regular service for District copy equipment, keep copy and storage room in neat and orderly condition.
- Organize, when needed, special Ad Hoc Committee Meetings.

The District Clerk supervises the maintenance of inventory, purchasing, and Commission appointment records and:

- Scans and coordinates electronic packet; email to Commissioners, Counsel and to Web Manager or post on website;
- Collects Form 700 annually from Commissioners, Consultants and Counsel;
- Provides administrative information for Requests for Proposals (RFP's) and Invitations to Bid (ITB);
- Coordinates Records management visits/follow-up with Records Management Consultant as needed;
- Receives claims against the District and transmit to District Legal Counsel for Board or legal action. Receive and open bids for District services and asset acquisitions and certify timely submission;

- Maintains and updates inventory of District property, assets, and purchases;
 - Analyzes office methods, procedures, and forms;
 - Recommends methods for improvement of procedures and coordination of Commission functions;
 - Conducts studies and prepares reports on Commission operations including procedures, systems, space requirements, organizational structure and types of effectiveness of equipment;
-
- Manages with General Manager the Commission vacancy and applicant process to fill vacant Commission seats;
 - Prepares or assists in the preparation and maintenance of Fire Commission operating or procedures manuals;
 - Handles correspondence within assigned areas of responsibility;
 - Develops and maintains reporting and monitoring procedures – including compliance with Ethics Training Requirements for Commissioners, Harassment training and Fair Political Practice Commission Form 700 reports;
 - Acts as one of the Authorized Representatives to the Certified Public Accountant for the Los Altos Hills County Fire District;
 - Manages plan filings and record keeping procedures;
 - Represent the Fire Commission on various training, safety and other committees if requested;
 - Conducts special projects related to development of Fire Commission administrative services;
 - May prepare and administer contracts, prepare and maintain monitoring and reporting systems and confer with state and federal regulatory agencies;
 - Maintains and increases skills and competencies by attending conferences, seminars, associations and workshops in related job duties; and
 - Performs other related work as required.

This job description is intended to convey information essential to understanding the scope of the position; it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication, use of office equipment including computers, telephones, calculators, copiers, and fax.

TYPICAL WORKING CONDITIONS

Work is performed in a home office environment or at the El Monte Fire Station office available for District staff; contact with staff, contractors and the public. Copying and records storage is performed at Board Room office at El Monte Station.

DESIRABLE QUALIFICATIONS

Education and Experience: College level graduate or equivalent business experience, sufficient supervisory, administrative, or business management experience that demonstrates the possession and direct application of the necessary knowledge, skills, and abilities.

Qualifying administrative experience includes experience in assigned administrative detail and preparing reports and recommendations for administrative action.

Special Requirements: Special training in computerized software programs currently utilized by the Department covering complex program functions is desirable.

Knowledge Of:

- Excellent English usage, including grammar, spelling, and letter composition.
- Modern office methods and procedures, including complex computer applications.
- California laws pertaining to public agency governing boards and special districts, freedom of information requests, Public Records Act, Brown Act requirements, Fair Political Practices Commission regulations and conflict of interest statements.
- Principles of public relations and communications.
- Principles and practices of records management, including records retention policies and laws and electronic management systems.

Ability To:

- Record, summarize, and maintain custody of the official, complex, and extensive records of public agency governing board meetings.
- Represent Fire Commission in dealing on a variety of administrative policies, practices and procedures and with other departments, employees, or outside public and private agencies.
- Understand, interpret, and apply District policies/procedures, election laws, freedom of information regulations, and laws applicable to public agency governing boards.
- Plan, coordinate and initiate action necessary to implement decisions and/or recommendations.

- Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies.
- Speak and write effectively.
- Promote a harmonious and effective working relationship with the members of the Board of Directors, District management, District staff personnel, members of the public, and personnel from other agencies.
- Establish and maintain cooperative working relationships with a variety and level of County Departments and Fire Department staff.
- Maintain confidentiality of sensitive information and records.
- Operate computer word processing, spread sheets, scanning, and related software.
- Work independently in flexible conditions in the absence of supervision.
- Work irregular or protracted hours, and to respond to emergencies.

Licenses or Certificates: Possession of a valid, appropriate State of California Driver License is required; Certification of Participation in Special District Clerk's Continuing Education is desirable.

Updated 3/21/16; 9/17/19