

**COMMISSION EXECUTIVE ASSISTANT9734
TASK LIST 2021**

Commission Meetings

1. Assembles information at the beginning of each year, including anticipated dates of meetings, scheduled dates for consideration of controversial items and/or changes in policies, dates and locations of meetings to be held at field sites, and dates for consideration of items that come up at regular intervals, such as installation of new Commissioners, consideration of the Commission budget, and dates of award ceremonies or other special events, in order to prepare a calendar for Commissioners and other interested parties.
2. Reads and reviews staff reports for standard board report format and contacts writers of reports for additional information and/or to have errors or inconsistencies corrected in order to ensure accuracy in work.
3. Checks that documents, such as permit applications, bid documents, or hearing reports related to agenda items, are on file for reference when needed.
4. Schedules time for special events at Commission meetings, such as presentation of service pins, introduction of special guests, or brief ceremonies related to Commission resolutions, and orders certificates, pins, plaques, or other presentation pieces to be presented in connection with Commission resolutions or other agenda items, including providing text and correct spelling of names to makers of certificates, plaques, or other personal gifts, in order to have them ready at time of presentation.
5. Makes recommendations for action on routine reports and other routine matters before the commission and writes board reports on administration of commission business/action and/or matters of types that appear frequently on Commission agendas by word processing, typing, or dictating draft or finished copies and/or by delegating to clerical staff and reviewing and approving their work in the required format in order to provide information to the Commission.

6. Prepares agenda for commission meetings, including by reviewing minutes of previous meetings to identify items that need to be rescheduled, summarizing reports to be considered at the meeting using the format used by the commission for which the agenda is being prepared, adding, deleting, or deferring items based on recommendations of the Commission President and/or other Commissioners, drafting the agenda using dictation, typing or word processing and checking final version for completeness and accuracy, in order to ensure completed agenda is prepared for the commission meeting, meetings are run efficiently, and all items are being addressed.
7. Assembles packages of materials to be sent with agenda, such as minutes of previous meetings, staff reports, hearing reports, requests for Commission action, stop notices, or copies of correspondence, checking to ensure that the recipients receive only the materials they need, such as complete packages to Commissioners, agenda and minutes to section heads, or agendas only to persons who need to be present for a particular item, in order to ensure complete and accurate information is being distributed for the commission meetings.
8. Checks agenda packages prepared by staff in order to ensure that the materials are in the correct order and that the packages include all of the materials appropriate to each recipient.
9. Ensures that agenda packages are sent on schedule in a timely manner either by personally stuffing and addressing envelopes, assigning mailing to staff, sending materials electronically, or posting such information on the department's website to ensure compliance with the Brown Act and Department standards.
10. Arranges for a court reporter to be present either for all of a meeting or for specific agenda items when verbatim transcripts may be required.
11. Sets up for Commission meetings by putting name plates in place, checking that water and glasses are available, starting coffee in Commissioner's conference room, or putting copies of last minute additions to the agenda at Commissioner's places, either personally or with assistance of subordinates.
12. Makes reservations for lunch for the Commissioners at a nearby restaurant or arranges for lunch to be brought in order to save time for Commissioners attending all day meetings.

13. Arranges with General Services staff or appropriate Department staff to have meeting space ready when the Commission meets at field sites, such as Recreation and Parks facilities, fire stations, or private facilities, including by setting up chairs and tables in the desired configuration; arranging for coffee, water, or other refreshments; making arrangements for speaker systems, sound recording equipment, and/or other audiovisual equipment; and/or having a photographer present.
14. Packs materials that will be required for meetings at field sites, such as name plates, writing materials, tape recorders, documents that may be required during the meeting, including certificates to be awarded or copies of bids or contracts that may be needed for reference, and extra copies of minutes, agendas, or other documents, in order to permit the Commissioners to transact business efficiently.
15. Collects and plans names of persons who want to speak in the "public comment" period of the commission meeting by means such as handing out "speaker slips" for speakers to fill out and return, announcing that speakers should indicate their desire to speak to staff before the meeting starts, and/or making a list of anticipated speakers, in order to distribute allotted time equally and to have correct names for the record.
16. Starts timer for "public comment" speakers in order to ensure that time allotted for public comment is not exceeded and is distributed equally among all attenders who wish to speak.
17. Takes notes during a meeting in order to record minutes of a meeting at a later time.
18. Turns the digital audio recorder on and off as needed in order to make complete recordings of the business transacted at a meeting.
19. Answers questions from Commissioners and/or other parties during the meeting, either from personal knowledge or by referring to documents brought to the meeting for that purpose, such as files containing background on matters before the Commission or books of minutes of previous meetings.
20. Prepares minutes or after action reports of Commission meetings using notes, agenda, and/or minutes of previous meetings in order to have an accurate written record of business transacted at the meeting.

21. Distributes copies of minutes or board actions to Commissioners, Department management staff, and other persons on the circulation list, either personally or by subordinate staff, in order to provide them with information about Commission actions or post materials on the department's website.
22. Assembles packages of materials for new commissioners, including procedures, duties descriptions, copies of previous minutes and agendas, calendars, and reports on matters currently before the commission in order to orient new commissioners.
23. Prepares documents, such as employment documents, parking passes, and forms for the City Clerk needed for adding or releasing Commissioners by word processing, typing, emailing, or dictating draft or finished copies and/or by delegating to clerical staff and reviewing and approving their work in the required format for appropriate signatures and records in order to comply with City and Department requirements.
24. Sends out notices of changes in Commission meeting schedules, either personally or with the assistance of staff, in order to provide information to interested parties and posts information on the department's website.
25. Reads and/or reviews and approves board reports that appear on Commission agendas prepared by subordinate staff or staff of other Department divisions in order to ensure that the reports are in the required format and/or provide necessary information to the Commission.

Commission Public Relations

26. Keeps a file of information on recent Commission actions to assist with the meeting minutes to comply with the Brown Act.
27. Protects Commissioners from unwanted or inappropriate contact with media representatives when requested by Commissioners in order to avoid any violation of Ethics/Conflict of Interest.
28. Responds to invitations for Commissioners to speak at public gatherings and/or meetings of community organizations by checking Commissioners' calendars, discussing the appearance with a Commissioner if the date is open, and sending a letter of acceptance or regrets to the requestor in order to ensure all requests are handled timely.
29. Sends materials in advance to organizers of meetings where a Commissioner

will be speaking in order to have information available for uses such as publicity and introductions.

Appeal Hearings and Other Special Meetings

30. Sends notices of Commission decisions and further appeal deadlines to all interested parties in an appeal hearing in order to keep all parties informed.

Service to Public

31. Answers questions about the Commission and its actions from callers, such as by giving dates of hearings or meetings or action taken on a particular agenda item and refers callers with other questions to persons who can answer them, in order to provide desired information.
32. Supervises staff who answer questions from callers by means such as training them in telephone etiquette used in the Commission office, providing information such as agendas, minutes, and hearing schedules, answering questions for staff, and observing staff performance at intervals, in order to provide desired information to callers as quickly and courteously as possible.
33. Explains rules, regulations, and Commission procedures to callers, including City residents and staff of City Council members, other City departments, or other government agencies, in order to assist them in business with the Commission.
34. Provides copies of documents that are public records, such as copies of commission minutes/actions or contract documents, and charging the prescribed fees in order to provide information to interested parties and/or post information on the department's website.
35. Assembles requested materials and sends copies, either in person or through subordinates, in response to requests for information under the California Public Records Act (CPRA) in order to provide information to interested parties after checking that the request is complete and in order to comply with legal obligations.

Record Keeping

36. Maintains files of documents and electronic files, such as Commission minutes and agendas, Board reports, correspondence, hearing records, and/or bid and contract documents, by placing them in files according to the system in use in order to have records available when needed or post on the Department's website.

37. Purges physical and computer data base files annually or at other intervals, either personally or with the assistance of staff, including by removing documents related to completed business from the files and sending them for long term storage or destroying them, copying information related to completed business onto backup disks and sending the disks for long term storage or erasing information about such matters from the current data bases, depending on the nature of the documents and Commission regulations, in order to maintain orderly and complete filing.
38. Supervises staff who maintain computer data base files of information, such as calendars, records of construction jobs in progress, address lists, or financial records, in order to have records available when needed.
39. Maintains electronic formats of Commission minutes for each year in order to comply with Department policies on availability of minutes.

Supervision

40. Sets an example of appropriate behavior, positive attitude toward work and coworkers, and good job performance for subordinates and coworkers by actions such as treating everyone with consideration, being sensitive to individual differences, arriving on time, having work ready when promised, and not complaining about unpleasant jobs.
41. Commends good work or performance in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices of commendation (Form 79).
42. Holds regular meetings with staff to provide, transmit, and/or exchange information, discuss work assignments, provide direction and guidance, and exchange emails regularly in order to maintain and encourage good communication with staff.
43. Assigns work fairly, helps employees prepare for promotion, and sees that subordinates are informed about the City's Equal Employment Opportunity policies in order to help develop better acceptance and working relationships among various groups of employees.
44. Observes interaction of subordinates and informs them of City and department policies in order to prevent possible sexual harassment and/or expressions of racial, ethnic, or religious prejudice.