

CLASS SPECIFICATION

Docket Coordinator
Code Number: _____

GENERAL PURPOSE

Under direction, coordinates and participates in preparing and distributing the agenda docket and minutes for meetings of the Housing Commission, Housing Authority and its committees; ensures compliance with applicable law regarding public notice of meetings; reviews reports and materials for docket items to ensure completeness and compliance with established policy and procedure; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Docket Coordinator is responsible for activities and services related to meetings of the Housing Commission, Housing Authority (City Council of the City of San Diego) and its relevant committees, including preparation of agenda dockets and minutes, committee agenda dockets and compliance with laws pertaining to public notice. Many functions and activities are prescribed by administrative regulations and other state and federal law.

Docket Coordinator is distinguished from other secretarial and administrative support classes in that the incumbent must be thoroughly knowledgeable regarding the complexities and legal requirements associated with conduct of meetings by a public board and by the breadth of involvement with Commission-wide issues and with Commission members, elected officials and top executives of the City of San Diego, requiring a thorough knowledge of the Commission's regulations, policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Coordinates and participates in preparing the Commission agenda docket and assembling all supporting documents; reviews reports and supporting documents for accuracy, completeness and consistency with Commission standards; makes minor edits for style; requests corrections and backup materials; tracks and follows up with assigned staff to ensure that materials for scheduled agenda items and responses to Commission requests are completed to meet docket deadlines; conducts research and confers with the Commission's General Counsel or the City Attorney's Office to determine required procedural steps and appropriate forums for action on specific issues and on requests for closed sessions.

Assembles packets for duplication and distribution internally and by mail; copies and collates agenda packets and binders; assembles permanent Commission record binders; prepares postings and posting affidavits to ensure compliance with legal requirements governing public notice of Commission meetings and the conduct of closed sessions; assists in setting up the Commission meeting room.

Records roll call votes on agenda items; drafts the official minutes of Commission meetings and public hearings; maintains Commission files and records and disseminates all actions including minutes, resolutions and agreements.

Coordinates and participates in preparing the agenda docket for meetings of the Housing Authority and its relevant committees; coordinates the review and signature of reports and materials to be included on dockets between Commission and City of San Diego officials and staff.

Upon request, furnishes copies of resolutions, minutes and other official records, certified and sealed as to their validity; prepares or participates in preparing verbatim minutes on request; assembles, updates and maintains mailing lists for the distribution of agendas and minutes; prepares periodic special mailings to Commission members.

Attends regular Executive Team meetings to document and track the status of work assigned and on-going projects in study and development; follows up with appropriate managers to ensure deadlines are being met and to obtain status reports for review by the CEO.

May supervise the work of other administrative support and clerical staff as assigned.

OTHER DUTIES

Hand delivers agenda binders to Commission members.

Answers questions from staff and the public regarding Commission and Housing Authority regulations, policies, practices and procedures.

Confers with Commission managers and staff in areas of responsibility; monitors and maintains current knowledge of developments related to Housing Commission and Housing Authority procedures and legal requirements; evaluates impacts on Commission operations and recommends and implements policy and procedural improvements.

May provide secretarial services and make travel arrangements for individual Commission members; may assemble and prepare Commission member expense documents for submittal to Fiscal Services. Performs special assignments and projects as requested by Executive Officer, Housing Commission and by the Commission.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Housing Commission and City of San Diego Administrative Regulations, state and local laws and other legal requirements applicable to functions and operations of the Housing Commission and Housing Authority; general functions of the Commission as an organization; legal requirements applicable to the maintenance and retention of public records; requirements of the Brown Act and parliamentary procedure; organization, functions, procedures and rules of the Commission as a public board; standard office management practices and procedures.

Ability to:

Operate a personal computer and other standard office equipment; organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision; proofread materials for conformance with Commission policies and procedures and for correct English usage; analyze and interpret legal documents and administrative procedures and regulations; prepare clear, concise and complete documentation, minutes and other reports and correspondence; exercise sound, independent judgment within general policy guidelines; establish and maintain effective working relationships with members of the Commission and Housing Authority, Commission executives and managers, elected and appointed officials of the City of San Diego, attorneys, public interest groups and individuals, the media and the public; and exercise tact and diplomacy in interpersonal dealings that are sensitive and/or confidential and require the exercise of considerable tact and diplomacy.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is attainment of an Associate of Arts degree; and five years of progressively responsible administrative experience involving the development and maintenance of records and legal documents and the meeting of critical deadlines; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, in person, in public meetings and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, lift up to ten pounds and occasionally lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; work with frequent interruptions and changing priorities; and interact with members of the Commission and Housing Authority, Commission executives and managers, elected and appointed officials of the City of San Diego, attorneys, public interest groups and individuals, the media, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.