

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	Clerk of the Board/Records	Department:	Administration
Reports To:	HR/Communications Director	Status:	Non-Exempt
Salary Range:	\$60,000 to \$75,000 per year	Position Type:	FTE
SUMMARY			
Assist the Elected Commission in carrying out its responsibilities and manage records, including for adjudication and public records requests for the Utility.			
Supervision Received:			
Perform duties under the general supervision of the District's HR/Communications Director			
Supervision Provided:			
None.			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> Attend regular and special Commission meetings and workshops, give presentations to elected officials, customers and the general public. Assist General Manager in developing, implementing, and managing strategic initiatives consistent with the District Commission's Strategic Plan. Manage special projects and specific District initiatives as directed by the General Manager. Respond to customers' and other constituents' inquiries and complaints on behalf of the Commission. Prepare Agendas and Agenda packets for Commission Meetings. Prepare Action Minutes for Commission Meetings Arrange, prepare, and set up meetings for the Commission, and other parties within the Utility. Prepare public notices, resolutions and the like for the Commission, and maintain zoom links and website related to the Commission activities. All records work associated with our claims in Adjudication. Public Records Request Officer, managing the entire PRR process. Other Duties as assigned. 			
Qualifications:			
To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the Clerk of the Board must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Education and/or Experience			
Certification as a Clerk of the Board and Public Records Request Management are preferred but not required. Document or Records management experience, especially in a legal setting, is desired. College education is preferred but not required.			
Language Skills:			
<ul style="list-style-type: none"> Ability to read, analyze, and interpret general business, legal documents, survey descriptions, maps, and governmental regulations. Fluent in the English language with the ability to communicate clear and concise written and verbal instructions and information to coworkers, customers and others. Ability to write routine reports and correspondence as well as speak effectively while working with District Commissioners, customers, or staff. Ability to effectively prepare and present general information and respond to general questions from the 			

<p>General Manager, Commission, employees, customers, governmental agencies, vendors, and the public.</p> <ul style="list-style-type: none"> • Ability to meet and work with the public effectively and courteously.
<p>Mathematical Skills:</p>
<p>Ability to work with and understand mathematical and financial concepts such as probability and statistical inference and the ability to apply other mathematical concepts such as fractions, percentages, ratios, and proportions to solve and/or prepare solutions for the improvement of the District’s operations.</p>
<p>Reasoning Ability:</p>
<ul style="list-style-type: none"> • Ability to define problems, collect data, establish facts, and draw valid conclusions. • Ability to interpret an extensive variety of technical instructions in mathematical and financial analyses.
<p>Other Skills and Abilities:</p>
<ul style="list-style-type: none"> • Proficient in a variety of computer software including but not limited to MS Office, ordinary Internet search functions.

<p>Certificates, Licenses, Registrations:</p>												
<ul style="list-style-type: none"> • Must possess a valid Washington State Driver’s License with driving record free from serious or frequent violation. 												
<p>Physical Demands</p>												
<p>The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.</p> <p>While performing the duties of this job, the employee is regularly required to use keyboard, mouse, and monitor. May need to lift and move boxes of documents from time to time. May be required to drive occasionally.</p>												
<p>Work Environment</p>												
<p>The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.</p> <p>While performing the duties of this job, the employee works in an office environment.</p>												
<p>HR/OFFICE USE:</p>												
<table border="1"> <tr> <td>Reviewed By:</td> <td><i>Chris Heimgartner</i>, General Manager</td> <td>Date:</td> <td>11 June 2024</td> </tr> <tr> <td>Approved By:</td> <td>COMMISSION – Resolution No. 856</td> <td>Date:</td> <td>11 June 2024</td> </tr> <tr> <td>Last Updated By:</td> <td>Resolution No. 856</td> <td>Date:</td> <td>11 June 2024</td> </tr> </table>	Reviewed By:	<i>Chris Heimgartner</i> , General Manager	Date:	11 June 2024	Approved By:	COMMISSION – Resolution No. 856	Date:	11 June 2024	Last Updated By:	Resolution No. 856	Date:	11 June 2024
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