CLERK OF THE BOARD

Full Time Non-Exempt
Hourly Rate $34.36 - $44.80
Applications Due December 10, 2026 @5:00 pm

The Pleasant Valley Recreation and Park District is seeking a highly organized, detail-oriented, and proactive individual to serve as its first dedicated Clerk of the Board. This position will play a key role in supporting the District's administrative operations and governing Board by coordinating the preparation, review, and distribution of Board agendas, staff reports, and meeting materials. The ideal candidate will possess strong organizational, writing, editing, and communication skills, with the ability to review documents for accuracy, completeness, clarity, and consistency, assemble comprehensive Board meeting packets, and maintain official records.

The successful candidate will demonstrate sound judgment, professionalism, discretion, and the ability to manage competing priorities and deadlines while working collaboratively with District leadership, department staff, and elected officials. Experience in public agency administration, executive support, document preparation, or records management is highly desirable, along with familiarity with the Brown Act, public meeting procedures, and government records requirements. The ideal candidate will take initiative, exercise strong attention to detail, and help establish consistent, effective, and professional Board administration practices for the District.

JOB SUMMARY

Under general supervision, serves as Clerk of the Board and provides confidential administrative and executive support to the General Manager, Board of Directors, and District management. Coordinates the administrative functions of Board meetings; prepares and maintains agendas, minutes, resolutions, ordinances, public notices, and other official District records; administers records management and assigned regulatory filing requirements; coordinates District election activities with appropriate agencies; and provides administrative support to the General Manager and management staff as assigned.

This is a single-position confidential classification responsible for performing a full range of specialized administrative and technical duties related to the District's governing Board, official records, and executive office. The position requires discretion, independent judgment, organization, attention to detail, and the ability to maintain confidentiality while working within established District policies, procedures, and applicable legal requirements.

ESSENTIAL JOB FUNCTIONS

- Serve as Clerk of the Board and Recording Secretary for regular and special Board meetings, including committee meetings, workshops, public hearings, and other Board-related meetings assigned.
- Coordinate the administrative preparation of Board meetings, including assembly, distribution, posting, and maintenance of agendas, agenda packets, public notices, and supporting materials.
- Attend all regular, special, and standing Board of Director meetings and workshops; serve as the recording Secretary by recording official proceedings, preparing, and maintaining accurate minutes, documenting Board actions, and coordinating required meeting notices and agendas.
- Prepare, maintain, publish, and archive official Board documents, including agendas, approved minutes, resolutions, ordinances, agreements, notices, and other official actions; maintain appropriate filing,

indexing systems and records retention.

- Coordinate administrative requirements associated with public hearings and other legally noticed Board proceedings.
- Maintain working knowledge of the Brown Act, Public Records Act, and other laws and regulations applicable to assigned Clerk functions and perform assigned duties consistent with those requirements.
- Serve as a primary administrative support to Board members related to District business, including Board activity reports, reimbursement and travel documentation, required ethics and conflict of interest filings, Board training and compliance requirements, and other Board-related administrative matters.
- Serve as a liaison between Board members, the General Manager, management staff, legal counsel, outside agencies, and members of the public to facilitate communication. Coordinate Board-related requests and information and ensure appropriate follow-up on administrative matters.
- Coordinate and respond to Public Records Act requests in consultation with the General Manager, legal counsel, and appropriate District staff; monitor subpoenas, summonses, and other legal requests for District records and coordinate appropriate routing and response.
- Coordinate District election activities with the Ventura County Elections Division and other appropriate agencies, including preparing required Board documents, notices, and filings, and administrative coordination of Board vacancies and other election-related required timelines and administrative requirements are completed.
- Coordinate Board appointments and related District representation with applicable agencies and special district organizations, including the Ventura Local Agency Formation Commission (LAFCo), California Special Districts Association (CSDA), California Association of Recreation and Park Districts (CARPD), and California Association of Parks & Recreation Insurance (CAPRI), as applicable; maintain related records and correspondence.
- Administer the District's Conflict of Interest Code and required filing processes, including Statements of Economic Interests/Form 700 and applicable campaign-finance filings; provide notifications regarding filing requirements and deadlines.
- Coordinate and monitor Board member compliance with required ethics, conflict of interest, Brown Act, harassment, finance, and other mandated or District-required training; provide notifications and training information, track completion deadlines, and maintain applicable records.
- Provide confidential administrative and executive support to the General Manager, including assistance with correspondence, reports, presentations, meeting materials, scheduling, special projects, and other administrative needs.
- Review, proofread, format, and edit documents prepared for the Board, including correspondence, memoranda, reports, presentations, agenda items, and other documents for accuracy, completeness, and consistency with District standards.
- Provide administrative support to District management as needed, including coordinating meetings, preparing materials, taking notes or minutes, assisting with special projects, and performing research.
- Respond to requests for information from Board members, District staff, public agencies, and members of the public regarding assigned programs, records, policies, and procedures.
- Recommend and assist with implementing administrative procedures to improve efficiency, Board administration, and compliance within assigned areas of responsibility.
- Attend professional meetings and training and maintain current knowledge of laws, regulations, procedures, and professional practices applicable to Clerk of the Board responsibilities.
- Participates in the development and implementation of goals, policies, procedures, and priorities related to assigned administrative functions and recommends improvements to enhance efficiency and effectiveness.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree in business administration, public administration, communications, office administration, or a related field and three (3) years of increasingly responsible administrative experience, preferably including experience supporting executive management, a governing board, or a public agency; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Special Qualifications:

Position may require an average amount of driving; therefore, must have daily access to a vehicle and possess a valid California driver's license and maintain appropriate insurance on the vehicle used in the course of business duties. Position may involve driving to meetings or events as a representative of the District.

CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening, and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of administrative and executive office support and the functions and responsibilities of a public agency governing board.
- Knowledge of public agency meeting procedures, parliamentary procedures, public meeting requirements, public records administration, and related laws and requirements.
- Knowledge of modern office practices, computer applications, electronic records systems, and standard office equipment.
- Knowledge of business correspondence, report preparation, proofreading, grammar, spelling, and document formatting.
- Skill in organizing and maintaining accurate records and preparing clear, concise, and accurate agendas, minutes, correspondence, reports, notices, and other official documents.
- Skill in taking accurate notes and preparing official minutes that clearly document Board proceedings and actions. Skill in attention to detail, organization, prioritization, and maintaining confidentiality of sensitive information.
- Ability to interpret and apply District policies, procedures, and applicable legal requirements within assigned areas of responsibility.
- Ability to research, analyze, interpret, and summarize information from a variety of sources and prepare accurate official documents.
- Ability to organize work, manage multiple priorities, meet critical deadlines, and complete assignments with limited supervision.
- Ability to exercise sound judgment and discretion when handling confidential, sensitive, or legally significant information.
- Ability to communicate effectively both orally and in writing and provide a high level of customer service.
- Ability to establish and maintain cooperative and effective working relationships with Board members, management, District staff, legal counsel, outside agencies, and members of the public.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person, in an auditorium, and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The position will mostly work in a fast-paced office environment requiring the ability to manage multiple priorities and deadlines. The position is required to attend Board meetings and will require evening work, occasional overtime, or schedule adjustments due to Board meetings, workshops, public hearings, or special events.

BENEFITS

- **Annual Merit Increases**
- **CalPERS 2% @ 62 (Unless qualified as a Classic Employee)**
- **District contribution to Health, Dental and Vision**
- **Vacation, Sick, and 12 paid Holidays**
- **District paid Life Insurance, Short/Long Term Disability, and AD&D policy**

APPLICATION AND SELECTION PROCESS

Application & Supplemental Questionnaire
Applications must be submitted online at www.pvrpd.org. Applicants must complete both the employment application and supplemental questionnaire to be considered.

Applications will be reviewed based on the information provided. Candidates whose qualifications and experience most closely align with the District's needs will be invited to participate in the selection process.

Meeting the minimum qualifications does not guarantee advancement. Incomplete or inaccurate applications may be disqualified.

Panel Interview & Written Assessment
Qualified candidates selected to advance will participate in a structured panel interview and written assessment designed to evaluate job-related knowledge, skills, and abilities. The assessment may include exercises related to written communication, attention to detail, organization, and administrative responsibilities.

First Interviews: Week of December 14, 2026

Final Interview
Candidates selected to advance will be invited to a final interview with the General Manager and Assistant General Manager.

Final Interviews: December 21 or 22, 2026

Anticipated Start Date
January 4–11, 2027, depending on the selected candidate's availability and completion of pre-employment requirements.

Apply Immediately

Applications Due: Thursday, December 10, 2026

How to Apply
Submit a District application and supplemental materials online at:
www.pvrpd.org

Applications may also be submitted via mail, or in person:

Pleasant Valley Recreation & Park District
Attn: Kathryn Drewry, Human Resources
1605 E. Burnley Street
Camarillo, CA 93010
Phone: 805-482-1996 x113
Email: kdrewry@pvrpd.org

Pre-Employment Requirements
The selected candidate must successfully complete a Department of Justice Live Scan fingerprint clearance, background/reference check, and screenings for alcohol, drugs, and tuberculosis prior to employment.

PLEASANT VALLEY RECREATION AND PARK DISTRICT
CAMARILLO, CALIFORNIA
EMPLOYMENT OPPORTUNITY

CLERK OF THE BOARD

SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Complete all four questions. Responses should be concise but specific and describe your individual experience and responsibilities.

Incomplete questionnaires or unanswered questions may result in disqualification.

Name: _____

1. Administrative and Executive Support Experience
Describe your experience providing administrative support to executive management, a governing board, or other organizational leadership. Include the types of responsibilities you performed, the level of independence you had, and the individuals or groups you supported.

2. Document Preparation and Records Management
Describe your experience preparing, reviewing, or maintaining professional or official documents. Examples may include agendas, meeting minutes, staff reports, correspondence, resolutions, public notices, or other records. Identify the types of documents you have worked with and your specific responsibilities in their preparation or maintenance.

3. Public Agency Administration and Coordination
Describe any experience you have working in local government, a public agency, or another organization with formal administrative or regulatory requirements. Include your involvement, if any, with public meetings, records requests, required filings, compliance deadlines, or coordinating work across departments. Experience in other professional settings with similar responsibilities may also be included.

4. Technology and Software Proficiency
Describe your proficiency with Microsoft 365 applications, Adobe Acrobat, and other software or technology platforms used in administrative operations. Include your experience with document preparation and formatting, spreadsheets, electronic records management, meeting coordination, and collaborative work platforms. Identify the applications or systems you have used, your level of proficiency, and examples of the work you have performed using these tools.