



External Job Posting

Job Title: **Commission Secretary**
Biweekly Salary: **\$3,264 (Step 1) - \$3,968 (Step 5)**
Annual Salary: **\$84,864 (Step 1) - \$103,168 (Step 5)**
Final Filing Date: **March 31, 2017**

BRIEF DESCRIPTION:

The San Francisco Office of Community Investment and Infrastructure (OCII) is hiring a Commission Secretary. This role will perform highly complex and confidential administrative functions in preparation for the OCII's Commission on Community Investment and Infrastructure (Commission) and Oversight Board meetings. In addition, this role assists the OCII Commission, Oversight Board, and Executive Management Team in fulfilling their responsibilities, including maintaining meeting records and documents related to hearings and official actions. This role will administer the Executive Management Team's review and approval of Commission documents.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities, under the general direction of the Executive Director:

- Serve as Secretary to the Commission and Oversight Board; attend all regular and closed session meetings, as appropriate; research and provide back-up materials for members on a variety of issues;
- Provide information to OCII staff, Commissioners, other public and private organizations and the general public concerning OCII activities, policies, actions, decisions and other OCII and Commission business as directed;
- Prepare Commission and Oversight Board agendas and materials for senior staff meetings, if requested, and attend meetings and report on Commission activities;
- Administer the Executive Management Team's review and approval of Commission and Oversight Board documents;
- Prepare draft and final Commission and Oversight Board meeting agendas; assist in the preparation of Commission and Oversight Board meeting packets ; ensure that all submittals are complete and in compliance with established laws and procedures; arrange for delivery of Commission and Oversight Board packets to members by an established deadline;
- Monitor and review City and County of San Francisco Board of Supervisor's committee meeting calendars and agendas to identify items that directly or indirectly affect OCII and coordinate with staff as needed;
- Receive, track, and coordinate responses to public records requests in partnership with General Counsel, Project Managers, and Records Specialist II;
- Compose routine correspondence and memoranda as required; type and proofread letters, reports, memoranda and other documents relating to the executive office which may include contracts, memorandums of understanding, proposals, legal documents, special forms, and Commission and Oversight Board Resolutions and memos;
- Establish and maintain a variety of complex and/or confidential records and files of the Executive Director as required, including confidential and official historical data;
- Build and maintain positive working relationships with co-workers, other OCII employees and the public; and
- Complete special projects and perform related duties as required.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Minimum qualifications include high school diploma supplemented by college course work in public or business administration, office management or a related field and ten years of increasingly responsible administrative and secretarial work. Previous supervisory experience is required.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: 415-749-2502

MAIL: Office of Community Investment and Infrastructure
Human Resources Department – Attn: April Ward;
1 South Van Ness Avenue – 5th Floor
San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.