

JOB DESCRIPTION

Job Title: Board Clerk

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

The Board Clerk will serve as the CEO's primary liaison with the Board of Directors, stakeholders and representatives from outside agencies. This position is responsible for planning, organizing, and providing administrative support and assistance to the Board of Directors, and coordinating Board relations activities with internal staff.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Board Clerk series. At this level, work may be performed under limited supervision or under limited direction. Incumbent possesses considerable latitude to accomplish tasks, which may include lead worker or supervisor duties.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO and Chief of Staff.
- This position may supervise an assistant or analyst; and provides functional guidance to staff from various departments, as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Liaison between the CEO, the General Counsel, and the Board of Directors on board-related matters.
- Provide general office support for the Chief of Staff, including project tracking, managing calendar, receiving and sending mail, screening phone calls and office visitors, delivering messages, coordinating meetings and events.
- Prepare and distribute the Board agenda packets and pertinent agenda materials.
- Organize Board and Committee meetings and ensure proper notification is provided to the Board of Directors and other participants, including timely posting on the Metrolink website for members of the public as required by the Ralph M. Brown Act.
- Manage Board and Committee meeting logistics and required information materials, whether in-person (including conference room and audio/visual arrangements), or virtual.
- Prepare and generate minutes of meetings for the Board, as required.
- Oversee the generation of agenda materials and meeting minutes for other standing Committees of the Board.
- Coordinate staff follow-up in response to Board inquiries during Committee meetings, Board meetings, and briefings.
- Oversee internal production of board reports by staff using a legislative management software; provide training for staff on the use of the software.
- Coordinate and administer all aspects of the public hearing process, including publishing and distribution of announcements in various media as required by federal, state and local rules, and regulations.



- Build relationships with key stakeholders, including but not limited to elected officials’ representatives, employees, and external customers.
- Manage budget for the Board’s expenses and legal notices.
- Responsible for working with the Office of the General Counsel to log all claims for damages forms received.
- Complete per diem forms for Board members as required monthly.
- Prepare Board and Committee meeting calendar for presentation and approval annually.
- In collaboration with the CEO, coordinate and conduct board briefings for all Board and Committee meetings.
- Prepare and present board reports related to the Board Clerk’s role and responsibilities.
- In coordination with the Board Chair and CEO, plan and execute Board Workshops.
- Maintain and enforce the public records retention policy for the Board office.
- Coordinate Form 700 distribution and completion for Board members.
- Work with the Fair Political Practices Commission (FPPC) to update the Authority’s Conflict of Interest Code biannually, as needed.
- In collaboration with the CEO, coordinate onboarding for Board members, including virtual presentations and on-site tours.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s degree in Business, Public Administration, or a related field preferred.
- A minimum of five (5) years of experience working in a similar position performing similar duties as described above.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Valid Class C Driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

- A minimum of three (3) years of experience working with public (elected) officials in a transportation or public agency field.

Knowledge, Skills, and Abilities

Knowledge of:

- Public service work environment
- Laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials and correspondence for a public agency
- Agenda preparation and legislative management software, such as Granicus Peak or similar platform



Skilled In:

- Microsoft Office
- Strong oral and written communications
- Office practices and procedures
- Presenting information to all levels of staff, elected officials, and/or Board of Directors
- Planning, time management, and organization skills

Ability to:

- Thrive in a fast-paced, constantly changing work environment
- Manage multiple duties at once
- Have a keen sense and understanding of sensitive matters, confidential documents, and conversations with the ability to employ strict discretion in sensitive situations
- Analyze situations, identify problems, and recommend solutions
- Maintain official records and files
- Process confidential information discreetly
- Interact effectively and work cooperatively with Board members, elected officials, members of the public and employees at all levels of the organization.
- Travel to off-site locations for Board meetings and/or hearings.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: June 2025

