



**Board Secretary, Municipal Transportation Agency  
(Job Code 9190)**  
Job Description

**Division:** Board of Director

**Section/Unit:** Board Secretary

**Work Locations:** One South Van Ness Ave, 7<sup>th</sup> Floor, San Francisco, CA

**Appointment Type:** This position is exempt from civil service appointment and serves at the pleasure of the SFMTA Board of Directors.

**Job Description:** Under the general direction of the Chair of the SFMTA Board of Directors, serves as secretary and officer to the Municipal Transportation Agency (SFMTA) Board of Directors and as a member of the SFMTA executive staff; maintains records of meetings and official actions of the Board and certifies all official documents and Board resolutions; acts as liaison to SFMTA divisions and staff; other city, regional and state agencies; and elected officials; and performs related duties and responsibilities as assigned.

The ideal candidate will need to know Robert's Rules of Order, Brown Act, Sunshine Ordinance and ethical obligations of public officials; state and local government and the legislative process; public policy development practices and analysis; San Francisco city government structure and key stakeholders; public finance and the budgeting process; principles and practices of administrative management and contracting; and effective meeting or event management.

In addition, the incumbent will need to have the ability to manage multiple projects simultaneously; understand both public accountability obligations and obligations to protect confidential information, seek guidance where necessary, and facilitate the work of the Board with the utmost personal integrity; communicate effectively, tactfully and discreetly with respect to both public and confidential and sensitive issues, both orally and in writing, with agency staff, other government officials, the media and the general public; incorporate the values of diversity, equity and inclusion in your work; establish and maintain good working relationships with agency staff, a variety of city, state, federal and regional officials, other city departmental staff, representatives from diverse community groups, industry leaders and members of the public; prepare reports and other correspondence; analyze and evaluate reports and make policy recommendations.

**Nature of work:** Due to the nature of the job, some assignments may require incumbents to work evenings and weekends.



### **Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares, distributes and manages all records of the SFMTA Board of Directors including agendas, notices, minutes and resolutions.
2. Ensures policy body meetings are in compliance with state and local public meeting laws.
3. Reviews, analyzes and briefs or coordinates briefings for board members on items appearing before the Board including resolutions, projects, budget and contracts.
4. Acts as liaison to the SFMTA and the Citizens' Advisory Council.
5. Supervises the work of the Secretary to the Citizens' Advisory Council and the Manager for Public Records Requests plus oversees the work of the staff at the 7<sup>th</sup> floor front desk at One South Van Ness Ave.
6. Works with departmental staff to ensure proper execution of board directives; assists staff in the preparation and presentation of items for consideration by the Board.
7. Serves as spokesperson for the Board with other city departments, including the Mayor's Office and the Board of Supervisors; responds to questions and information requests by the public, government officials and the press concerning the policies and actions of the board, or refers requests to appropriate staff for response.
8. Consults with the City Attorney's office on the preparation of legislation, public meeting requirements including requirements for closed sessions, settlement of lawsuits and claims, and in researching various matters related to the SFMTA Board's operation and jurisdiction.
9. Prepares policy recommendations, as requested by the Board, the Board Chair or the Director of Transportation, on various matters such as records retention and contracting.
10. May coordinates and manage agency-wide projects such industry conferences, events and meetings, Board workshops or responses to audits or other projects as requested by the Director of Transportation.
11. Lead and coordinate the implementation and operation of online board meetings when in-person public meetings are not possible.



12. Prepares reports and other correspondence as requested by the Board, the Board Chair or the Director of Transportation.

13. Performs related duties and responsibilities as assigned.

<< "Director of Transportation" mention in the duty list was questioned by a member of the public.>>

### **Minimum Qualifications:**

**Education:** Possession of a bachelor's degree Business Administration, Public Administration, or a related field from an accredited college or university.

**Experience:** Six (6) years of professional experience providing administrative support to a high-level executive; commission, board, board of supervisors or city council or other policy body. Three (3) of those years should be in a supervisory capacity.

**Substitution:** Additional qualifying experience may be substituted for the required degree on a year-for-year basis. One year (2000 hours) will be considered equivalent to thirty (30) semester units/forty-five (45) quarter units.

### **Desirable Qualifications:**

- Knowledge of San Francisco transportation policy and operations;
- Knowledge of the transportation sector more broadly;
- Knowledge of federal, state and local laws, rules and regulations pertaining to transportation generally;
- Exceptional writing and public speaking skills;
- Experience with contract and budget management;
- Strong ability to thrive in a dynamic, fast-paced environment with multiple demands and priorities.
- Experience identifying and responding to issues, concerns, and needs of external and internal stakeholders including members of the public and from diverse community groups, other city agencies, and organizations.
- Writing experience for internal and external audiences for a city agency.
- Experience in a communication, community relations and/or public outreach and engagement role that involved educating internal and external stakeholders about a city agency/department services and projects.
- Experience in coordinating, leading, and administering online conferences, hearings, and meetings.
- Management and staff development