

Manager, Commission Office (Clerk of the Board)



Job Code	20001117	Job Family	Manager/1 st Level Leader	Leader	
Department	Clerk of the Board	Reports to	CEO/General Manager	Union Status	Non- Represented
FLSA Status	Exempt	Pay Grade	TBD		
Last Updated	3/1/2025				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Manages the planning, development, implementation and evaluation of services supporting the Office of the Commission and the CEO/General Manager's office. Serves as liaison for the Board of Commissioners with the CEO/General Manager, Executive Leadership Team, and other District staff on matters relating to District business in which the Board is engaged. Manages and oversees all aspects of programs and activities supporting the Board of Commissioners, ensuring compliance with Federal, State, and local laws and regulations, District Directives, and Board Governance Policies. Manages and oversees day to day operations of the CEO/General Manager's Office.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages governance by:

- Managing programs in compliance with the governance model adopted by the Board of Commissioners.
- Providing timely communication between the CEO/General Manager and the Board.
- Interpreting corporate business and strategic plan schedules in support of Board planning calendars, agendas, and related activities.
- Ensuring the planning calendar is current while overseeing the accurate and timely preparation of Board agendas, resolutions, minutes, and related materials.
- Managing the efficient and orderly conduct of business and special meetings, workshops.
- Interpreting and communicating requests from the Board and individual commissioners for information, research, reports, special studies, policy development, and other related matters.
- Working with internal and external resources to ensure responses are timely and thorough.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages governance by:

- Ensuring items on the Board's business agenda comply with the adopted Governance Policies, applicable RCW and other regulations and are presented in form and content to aid the Board's deliberations, and similar responsibilities.
- Conducting and overseeing final preparation of the Commission meeting packet completely and timely
- Properly distributing Commission packet and publication of agendas and public notices in accordance with District requirements and applicable law
- Reviewing and determining the placement and order of Commission agenda items for the orderly and regular conduct of the Commission meetings.
- Consults with District staff as appropriate.

- Providing professional support to aid the Board and individual Commissioners in the conduct of their commission responsibilities and ensuring the Commission office and CEO/General Manager’s office provides courteous, prompt, and efficient service

Accountability #3

Achieve the highest level of employee and community trust in how the District leads, manages and governs by:

- Ensuring the Board of Commissioners and the CEO/General Manager are informed of the status, progress, and activities for areas of concern
- Consulting with CEO/General Manager during the Board’s public meetings to ensure Board direction to and expectations of the CEO/General Manager are clear
- Ensuring that the board policies are carried out, executive limitations are followed, and similar responsibilities are fulfilled.

Accountability #4

Create a culture of caring, mutual respect and trust which employees employees by providing coaching, mentoring, training and feedback to Deputy Clerks in the conduct of duties and functions of the office and similar responsibilities. Provide employees with opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #5

Achieve the highest level of employee and community trust in how the District manages governance by overseeing the coordination of Commission meetings and similar forums by ensuring and logistical needs are met (such as sound or visual systems and materials). Administers proper preparation, coordination, distribution and publication of all required meeting, hearing and other notices. Assures provision of required exhibits, written comments and other materials for hearings, and similar responsibilities.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages compliance by researching, interpreting and applying directives, procedures, laws and regulations governing open public meetings, maintenance of public records, public contracts and related matters in consultation with the Chief Legal Officer, to ensure Commission compliance with applicable state and District policy. Advises and assists Deputy Clerks and administrative staff with compliance in such matters, and similar responsibilities.

Accountability #7

Deliver excellent customer experiences through transparent, consistent, and proactive communication by providing response to inquiries from public, District staff, agencies, outside professionals. Communicates and works with appropriate District staff to address customer and District issues as they arise.

Accountability #8

Achieve the highest level of employee and community trust in how the District manages governance by working with Commissioners, CEO/General Manager, Chief Legal Officer and other related staff on highly confidential and sensitive information, and similar responsibilities.

Accountability #9

Demonstrate outstanding value relative to cost to our customers by administering, monitoring, coordinating and managing administration of contracts, purchasing, outside consultants and related functions for the CEO/General Manager and Commission Offices, and similar responsibilities. Develops and effectively manages the Commission and CEO/General Manager budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #10

Deliver exceptional value to our customers through continual improvement and innovation by maintaining working knowledge of current professional standards and practices of municipal clerks representing special purpose districts in the State of Washington regarding ethics, confidentiality, and applicable laws relating to record keeping, elections, public meetings, public agency administration and related matters. Maintains current knowledge of District operations and public utility industry issues, and similar responsibilities.

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Public Administration, Law, or related field, AND Two (2) years of progressively more responsible experience in a Municipal Clerk, Court Clerk or similar public agency position;

OR

Six (6) years of progressively more responsible experience in a Municipal Clerk, Court Clerk or similar public agency position.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver's License
Certified Municipal Clerk Certification (CMC)

Preferred License(s) and/or Certification(s):

Master Municipal Clerks Certification (MMC)

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Computer applications including word processing, spreadsheets and data bases.
Business practices and principles.
Composition of business communication.
Advanced research and analysis techniques.
State and Federal regulations pertaining to public entities.
Report writing techniques and practices.
Proper English spelling, grammar, punctuation and word usage.
Customer service techniques. Communicate, work effectively with, and provide flexible customer service to all levels of the organization and external customers.
Compose professional business communications.
Compose comprehensive minutes.
Coach and assist staff. Maintain accurate records system.
Manage confidential information.
Coordinate a variety of complex tasks and assignments simultaneously.
Interpret information. Use independent and discretionary judgment.
Work effectively as a team member.
Work in fast-paced, political, changing environment.
Understand and interpret laws and regulations governing public entities.
Use PC and related software packages, digital recording system, tape recorder, transcription equipment and other related office equipment.
Shorthand or speedwriting techniques.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust

- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)

Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Constant (67-100%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)

Organization

	Frequency
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Frequent (34-66%)

Resilience

	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

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Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.