

Oro Loma Sanitary District  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **DISTRICT SECRETARY/GRAPHICS SPECIALIST**

### **DEFINITION**

Under the general supervision of the General Manager, the District Secretary/Graphics Specialist provides confidential and communications support to the Board of Directors, General Manager, and management staff. This position performs a variety of responsible administrative, clerical, and technical duties; plans and executes graphic design, marketing, and outreach projects to support District programs, events, and communications; and assists with public information, employee engagement, and social media. The position requires discretion, independent judgment, and a blend of administrative, creative, and organizational skills.

### **SUPERVISION EXERCISED**

No supervision exercised. May provide project coordination to temporary, consultant, or vendor staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Administrative / Board Support**

1. Prepare, proofread, and distribute Board and Committee agendas, minutes, resolutions, ordinances, memoranda, and related correspondence.
2. Attend Board and special committee meetings; record and prepare accurate minutes; follow up on Board actions, including postings and publication notices.
3. Coordinate travel arrangements, registrations, and reimbursements for Board members and the General Manager.
4. Maintain official District records and files; ensure proper document retention and destruction per legal requirements.
5. Provide administrative support to Human Resources functions, including maintaining confidential personnel files, assisting with new hire and benefits paperwork, and processing personnel-related communications.
6. Assist with payroll entry and verification, as needed.
7. Maintain calendars, schedule meetings, and coordinate logistics for staff and Board events.
8. Respond to public inquiries and direct requests to appropriate staff.

#### **Communications / Graphic Design**

9 Design and produce printed and electronic materials such as newsletters, brochures, flyers, posters, signage, PowerPoint presentations, and reports to support public outreach and internal communication.

10. Manage layout, photography, and visual assets for District publications, social media, and website.
11. Assist in developing content for outreach campaigns, social media, and educational programs in alignment with District goals and brand identity.
12. Collaborate with vendors and consultants to ensure print and digital products meet quality standards, timelines, and budget parameters.
13. Research and recommend new software, hardware, and design tools; maintain archives of digital and print materials.
14. Support public education programs and community events through creative visuals, displays, and presentations.
15. Maintain awareness of current trends in public communication, web design, and graphic standards; recommend improvements.
16. Assist with the planning and implementation of outreach events, and attend to provide support as needed.

### **General**

16. Maintain confidentiality and exercise discretion in handling sensitive matters.
17. Establish and maintain effective working relationships with the Board, management, employees, partner agencies, and the public.
18. Perform other related duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of administrative support, recordkeeping, and meeting coordination.
- Graphic design, visual communication, and desktop publishing techniques.
- Adobe Creative Suite (InDesign, Photoshop, Illustrator) or Canva, Microsoft Office, and web content tools.
- English grammar, punctuation, and business correspondence.
- Applicable local, state, and federal regulations including the Brown Act and Public Records Act.
- Modern office procedures and technology.

### **Ability to:**

- Prepare clear, accurate, and well-formatted correspondence, minutes, and reports.
- Perform administrative work requiring attention to detail and adherence to deadlines.

- Design and produce professional-quality printed and electronic materials.
- Prioritize multiple projects, manage time effectively, and work independently with limited supervision.
- Communicate clearly and professionally both orally and in writing.
- Maintain confidentiality and demonstrate political sensitivity and judgment.
- Establish and maintain positive relationships with a wide variety of individuals and groups.

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Experience: Five (5) years of increasingly responsible administrative or communications experience, including at least one (1) year of professional-level experience in graphic design, public information, or outreach.

**Education / Training:**

Equivalent to the completion of the twelfth grade; some college work is desirable, with coursework in business, office procedures, office administration, or related field.

**License or Certificate:**

Possession of, or ability to obtain, within one year of appointment, a valid notary public certificate from the State of California.

Possession of a California driver's license that meets the District's requirements.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

Work is performed primarily in an office environment with frequent interruptions. Must be able to sit or stand for extended periods, use a computer keyboard, and lift or move materials up to 25 pounds. Occasional attendance at evening or off-site meetings and events is required.

**Effective Date:** December 1996

Updated by A. Simion on 12/02/2003

Adopted by the Board on 04/06/04

Updated by A. Simion: 11/15/18

Reviewed by Personnel Committee: 11/30/18

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Updated by Z. Luna: 11/5/25

Reviewed by Personnel Committee: 11/12/25

Approved by Board: 11/25/2025