

JOB TITLE: BOARD SECRETARY**FLSA STATUS: Exempt****REPORTS TO: Executive Director****PAY RANGE: \$32,700 – \$54,100****DATE:****EXECUTIVE DIRECTOR APPROVAL:****DATE:**

MISSION STATEMENT: The Mission of the Miami Downtown Development Authority (Miami DDA) is to grow, strengthen and promote the economic health and vitality of Downtown Miami. As an autonomous agency of the City, the Miami DDA advocates, facilitates, plans, and executes business development, planning and capital improvements, and marketing and communication strategies. We commit to fulfill our mission collaboratively, ethically and professionally, consistent with the Authority's public purpose.

SUMMARY: This position serves as the Board Secretary as required by the Miami DDA charter. As such, this position provides direct secretarial and administrative support to fifteen Board of Directors, the Executive Director, and Deputy Director as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, though other duties may be assigned by management as needed:

1. Attends all Miami DDA Board, committee, sub-committees and task force meetings associated with the Miami DDA and records and takes minutes and follows up on directives given.
2. Responds to the Miami DDA Board, Committee members and the public's requests for information and follows up on items addressed in meetings.
3. Coordinates with senior management to draft, finalize and provide all agendas, minutes, legislation and any other materials for all Miami DDA Board and public meetings, in a timely and efficient manner.
4. Schedules meetings, conferences and conference calls; notifies all pertinent parties, confirms attendance, gathers handouts, and works with administrative staff to arrange for refreshments.
5. Serves as liaison between the Miami DDA and the City of Miami Clerk's Office regarding official notices for publication and Sunshine notices for the agency public meetings.
6. Prepares memoranda, e-mails, letters, related to the Miami DDA Board, committee, sub-committee and/or task force appointments.
7. Records and submits Board members attendance records to the City of Miami Clerk's

office.

8. Schedules and coordinates the Miami DDA Board Annual Retreat, Budget Workshop and Oath of Office for new Board members.
9. Ensures that Miami DDA Board, committee, Sub-committee and task force members are up to date with their Ethics Training, Annual Disclosure of Real Estate Requirement and Financial Disclosure.
10. Submits on behalf of the Miami DDA, the Annual Board Report to the City of Miami, Minority and Physically Disabled Appointment Reporting, and State of Florida Records Management Compliance Statements for each fiscal year.
11. Coordinate Ethics Training for Miami DDA Board, committee, sub-committee, task force and Miami DDA Staff members.
12. Assists the Deputy Director in coordinating and executing the Executive Director's assignments and policies.
13. Serves as the keeper of record for the agency and processes any public records requests.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree or equivalent from a two-year college or technical school and seven or more years' progressively responsible administrative experience. The Executive Director may approve a different combination of education, training, certification, and experience.

COMMUNICATION/LANGUAGE SKILLS: Excellent written and oral communication skills, to include the ability to effectively present information to the Executive Director, coworkers and colleagues, the Board of Directors, and external groups. Spanish proficiency highly desired.

MATHEMATICAL SKILLS: Advanced math skills required to analyze and compute budgets, financial statements, purchases, statistics and other standard calculations.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems involving

several concrete variables i.e. multi-tasking under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES:

- Knowledge of local government organizational structure, regulations, policies, and procedures, including an understanding of Florida's "Sunshine Law"
- Skill in the use of Microsoft Office products (Word, Outlook, Excel and PowerPoint)
- Ability to handle multiple projects simultaneously in an efficient, effective, and timely manner
- Ability to read, update, and maintain various records and files
- Ability to take and transcribe precise minutes with little to no grammatical errors
- Ability to be organized and extremely detail-oriented
- Ability to think ahead
- Team player and good attitude a must

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS: Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

SAFETY: Follows DDA, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

Board Secretary Job Description

I have received a copy of my job description and agree to follow its guidelines and speak with my supervisor if questions arise. I understand that this job description is dynamic and that additional tasks may be added/subtracted from time to time as situations arise.

Employee Signature

Date