



SR. DEPUTY CLERK OF THE BOARD OF SUPERVISORS

DEFINITION

Under direction, participates in the planning and administration, and functions as a lead over activities within the Board of Supervisors Department office; performs the most complex and/or difficult administrative functions, including research, the preparation of agendas, minutes, and recordkeeping for the Board, appointed commissions and committees; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Clerk of the Board of Supervisors. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Deputy Clerk of the Board. Incumbents work under direction performing the full range of routine to complex office support duties that require thorough knowledge of policies and procedures pertaining to matters before the Board, commissions and committees, and El Dorado County. Incumbents also provide lead direction and supervision to clerical and technical staff. Positions allocated to this class are required to take the lead in handling the most complex responsibilities of the Clerk of the Board, including but not limited to acting as the Clerk of the Board in his or her absence, as well as staff Board, commission, and committee meetings as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction and training to support staff performing Clerk of the Board duties; organizes and assigns work; sets priorities and follows up to ensure coordination and completion of assigned work; instructs staff in work procedures.
- Performs complex and highly responsible administrative work that requires a thorough knowledge of County governmental operations, procedures, policies, rules, regulations, and appropriate state and legislative codes governing the activities of the Board of Supervisors.
- Advises the Clerk of the Board in matters related to agenda management system training materials and training delivery on a County-wide scale. Oversees and reviews the preparation, assembly, and distribution of meeting agendas, minutes, and accompanying material.
- Records and publishes minutes, and provides administrative and minor technical assistance to staff and/or the public during those meetings.
- Attends meetings of the Board as assigned by the Clerk of the Board, records and publishes minutes, and provides administrative and minor technical assistance to staff and/or the public during those meetings.
- May serve as an auxiliary audio/video technician in the operation of audio, video, and related equipment in the absence of the primary technician as directed by the Clerk of the Board.
- Provides information regarding the Board and the County to members of the public, County employees, and public and/or non-profit agencies.
- Administers automated systems and performs minor programming tasks within a hosted agenda management software system.
- Oversees day-to-day activities related to Public Records Act requests using a software-based tracking system; processes Public Records Act requests received in the Board of Supervisors department.

- Processes property assessment appeals in the Assessment Appeals software program.
- Schedules Board of Equalization hearings, sends hearing notices to applicants, attends hearings and prepares and distributes meeting minutes; performs required post-hearing follow up tasks.
- Maintains the Committees and Commissions database and webpage, and prepares Notices of Vacancies.
- Monitors the El Dorado County Clerk of the Board general email account and takes action as needed within established guidelines.
- Oversees the Board of Supervisors long range planning calendar.
- Researches and compiles a variety of information, and prepares reports for Board members and County staff.
- Researches Board actions and County historical items in response to inquiries from the public.
- Reviews and proofreads finished materials for completeness, accuracy, and format to ensure compliance with the California Ralph M. Brown Act and County policies.
- Identifies and makes recommendations for improvements to business processes and customer service.
- Publishes ordinances in newspapers and sends ordinances to be included in the El Dorado County code of ordinances.
- Acts on behalf of the Clerk of the Board as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Functions and operating procedures of the Clerk of the Board and the Board of Supervisors, including software based meeting agenda management systems.
- The organizational structure of county government, department relationships, programs, services, and other functions.
- Proper preparation of a variety of routine to complex legal documents.
- Applicable federal, state and local laws and regulations affecting the activities of the Board, including open meeting laws and parliamentary procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Provide staff leadership and work direction.
- Train staff in work procedures.
- Research and organize pertinent back up materials for Board agenda items.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Prepare clear, concise, and complete meeting documentation and other reports and correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school and three (3) years of experience providing responsible support to an elected board, council, or commission at a level equivalent to the County’s class of Deputy Clerk of the Board II; or four (4) years of secretarial office administrative experience, including two (2) years providing support to senior management staff. Demonstrated experience in the use of software based agenda management systems is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various county facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of regular working hours.