



CLERK OF THE PLANNING COMMISSION

DEFINITION

Under direction, provides responsible office and secretarial support for meetings and activities of the County's Planning Commission (Commission) and associated boards and committees; including research, the preparation of agendas, minutes, and recordkeeping for the Commission; directs and coordinates the work of Planning and Building Department office support staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Planning and Building. Exercises direct supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification. The incumbent independently performs the full range of routine to complex administrative and secretarial support to the Commission that requires a thorough knowledge of policies and procedures pertaining to matters before the Commission. Duties include reviewing, preparing, assembling, and distributing agendas, minutes, and varied legal notices, and maintaining records of the Commission's actions. Responsibilities also include functioning as a supervisor over clerical administrative staff, and providing work coordination and review for varied Planning Division secretarial and administrative support staff.

This class is distinguished from the Sr. Deputy Clerk of the Board of Supervisors in that the latter provides similar support for the County's Board of Supervisors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned administrative support staff.
- Prepares, assembles, and distributes agendas and accompanying material for meetings of Commission and other committees.
- Provides for legal notification of all interested parties for Commission hearings and meetings.
- Records, transcribes, and distributes official minutes of meetings for the Commission and other meetings, as required.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employee to correct deficiencies; recommends and assists in the implementation of discipline and termination procedures.
- Records and follows up on actions taken by the Commission, including preparing motions and other actions in an official format.
- Establishes, maintains, and updates various files, calendars, and schedules, including following up on matters with critical time deadlines.
- Reviews and proofreads finished material for completeness, accuracy, and formatting to ensure compliance with the California Ralph M. Brown Act and County policies.
- Composes correspondence independently or from brief notes, which may require interpretation of policies, procedures, and regulations.
- Identifies and makes recommendations for improvements to business processes and customer service.

- Ensures compliance with the Ralph M. Brown Act, Public Records Act, and that public meetings adhere to generally accepted parliamentary procedures.
- Acts as custodian of all documents and records pertinent to actions of the Commission, including records management.
- Provides information regarding the Commission to County staff, other agencies, and the public.
- Provides secretarial/related support to Commission members as required.
- Researches and compiles a variety of information and prepares reports.
- Administers automated systems and performs minor programming tasks within a hosted agenda management software system.
- Reviews finished material for completeness, accuracy, format, compliance with Commission and division policies and procedures, and appropriate English usage.
- Directs and coordinates the Planning Commission's office support and secretarial staff; ensures that critical deadlines are met.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The functions and roles of an appointed planning commission.
- Principles and practices of leadership.
- Recordkeeping and filing principles and practices.
- The organizational structure of county government, department relationships, programs, services, and other functions.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws and regulations affecting the activities of the Commission, including open meeting laws and parliamentary procedures.
- Proper preparation of a variety of routine to complex legal documents.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide varied office administrative and secretarial assistance to an appointed commission.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, direct, coordinate, and review the work of others.
- Process various applications, submittals, and documents in accordance with established codes and requirements.

- Prepare clear, concise, and complete meeting documentation, minutes, 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

Two (2) years of experience providing responsible support to an appointed board, council, or commission; or

Four (4) years of experience providing advanced secretarial office administrative support to senior/executive management staff. Demonstrated experience in the use of software-based agenda management systems is preferred.

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.