



NOVEMBER 2016
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1206

CLERK OF THE BOARD OF SUPERVISORS

DEFINITION

Under general direction plans, organizes, and manages the office of the Board of Supervisors (Board); oversees the preparation of Board agendas and minutes through subordinate staff; maintains records of Board actions; supports and provides assistance to all Board appointed commissions and committees, including the Assessment Appeals Board; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. This class provides assistance to the Board in a variety of administrative, coordinative, analytical, and liaison capacities and performs duties consistent with the provisions of the California Government Code and County ordinances. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board. Responsibilities include coordinating the activities of the Board with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the assignment. The incumbent is accountable for accomplishing operational goals and objectives.

This classification is distinguished from appointed department head classifications in that the incumbents report to the Board of Supervisors, but works closely with and receives administrative direction from the Chief Administrative Officer in the preparation of the Board agenda and recordkeeping practices.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Manages the administrative activities of the office of the Board of Supervisors; and plans, coordinates, schedules, and reviews the work.
- Attends meetings of the Board and directs the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions, decisions, as well as the vote of each member.
- Works with the Board of Supervisors, the Chief Administrative Officer, County management staff, Board appointed commission and committee members, and others to plan and prepare Board agendas and minutes, as well as commission and committee agendas and minutes.
- Processes minutes of complex, sensitive, or routine Board agenda items and executes resultant post meeting documents.
- Executes or communicates details of Board actions; acts as custodian of all documents and records pertinent to actions of the Board, including records management.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct

deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Ensures compliance with the Ralph M. Brown Act, Public Records Act, and that public meetings adhere to generally accepted parliamentary procedures.
- Directs the notification of County departments, other agencies, and individuals affected by actions of the Board.
- Ensures the public has access to Board, commission, and committee information.
- Executes documents, contracts, and agreements on behalf of the Board.
- Directs the receiving, indexing, filing, certifying, and preserving or disposal of all documents, papers, and records deposited, pursuant to the law.
- Researches and provides information for Board members, County staff, and members of the public.
- Authenticates ordinances, resolutions, minute orders, and other official actions with the Clerk's signature and with the official seal of the Board.
- Serves as an administrator for the legislative workflow management system such as Legistar.
- Establishes, maintains, and indexes files for the Board through the use of accepted best recordkeeping practices.
- Maintains the custody of, and keeps available for public inspection, the books, records, and official County documents of the Board.
- Prepares and administers the budget for the Board of Supervisors' office.
- Represents the Chief Administrative Office and Board of Supervisors to the public, County departments, and to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Legal requirements for filing, publishing, and processing of various Board matters, including but not limited to resolutions and ordinances.
- Principles and practices of records management, especially as related to public information and legal documents.
- Preparation of agendas, minutes, and indexing systems; and the format and legal requirements used in preparation of resolutions and ordinances.
- Applicable federal, state and local laws and regulations affecting the activities of the Board, including open meeting laws, parliamentary procedures, the California Ralph M. Brown Act and Public Records Act.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Organizational structures of county government, department relationships, programs, services, and other functions.
- Responsibilities, functions, and operating procedures of the County Board of Supervisors.
- Principles of project management and implementation of new information technology systems and processes.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the County.
- Organize and maintain accurate and complex recordkeeping and indexing systems.
- Research and organize materials for Board information and use.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Prepare clear, concise, and complete meeting minutes, documentation, and other reports and correspondence.
- Maintain confidentiality of sensitive information and neutral position on controversial matters.
- 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, supplemented by college-level coursework in business or public administration, general management, or government, and two (2) years of experience providing administrative and clerical support to a public board, council, or commission, preparing public meeting agendas and ensuring compliance with the Ralph M. Brown Act.

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.