

CLERK OF THE BOARD

DEFINITION

In those circumstances when the Board of Supervisors has not appointed a County Administrative Officer as Clerk of the Board, this position shall perform those duties as prescribed in the County Code for the Office of the Clerk of the Board, which entails performing a variety of specialized, routine to complex, confidential administrative, secretarial and staff support to the Board of Supervisors.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from Deputy Clerk by its department head designation, with a broader scope of responsibility and greater degree of decision making and independence to oversee day to day operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Board of Supervisors and directly supervises assigned Deputy Clerks.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs specialized and complex administrative work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Maintains computer databases and files, researches and compiles information and data, maintains files, etc.

Composes and prepares correspondence and reports, conducts surveys, maintains lists and logs, schedules and coordinates meetings, schedules appointments.

Composes Resolutions, Ordinances, Proclamations, correspondence, confidential memos and other materials independently and/or upon direct action from the Board of Supervisors.

Maintains lists of all Ordinances and Resolutions adopted by the Board of Supervisors.

Prepares and maintains codifications to the County Code Manual pursuant to Ordinances adopted by the Board of Supervisors as required by law; distributes updates and revisions to all County departments/ various agencies.

Prepares, maintains and distributes updates and revisions to the Administrative Policies and Procedures Manual pursuant to County Resolutions adopted by the Board of Supervisors.

Attends or directs subordinate staff to attend hearings and meetings of the Board of Supervisors and Assessment Appeals Board; prepares and distributes agendas and minutes; coordinates other meetings as assigned and prepares required agendas and minutes. Attends agenda review.

Executes and Seals official documents as Clerk of the Board, and attests to the Board Chairman signature.

Serves as contact person in emergency situations, which may require a special meeting to be called, and notify the appropriate department heads, affected agencies and press.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, departments, Board of Supervisors and various agencies.

Assists in the coordination of Board activities with other County departments, divisions and outside agencies.

Plans, assigns, supervises and evaluates the work of assigned clerical staff; provides training, advice and assistance as needed. Participates in the selection of staff; implements disciplinary action as needed.

Prepares bi-weekly payroll for the Board of Supervisors and Clerk of the Board Office; prepares cost estimates for budget recommendations and submits for approval those specified budgets and contracts that are under the direct jurisdiction of the Board of Supervisors; monitors and controls expenditures of same.

Processes and executes claims; prepares deposits and transfers of funds; processes purchases as necessary.

Prepares legal notices/publications; accepts, files, and processes applications for appeals; handles confidential paperwork for appeals.

Receives, records, evaluates and distributes to County Counsel, affected Department Head and Risk Management the Claims against the County filed with the Clerk of the Board.

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the Board of Supervisors and Clerk of the Board offices; implements policies and procedures; implements legislative changes as directed.

Serves as Website Administrator for the County website.

Coordinates the Swearing In of newly elected supervisors. Provides newly appointed department heads their oath and prepares and presents a Certificate of Oath and Appointment.

Maintains and updates historical records of Board proceedings and actions.

Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.

Serves as liaison between the Board of Supervisors and Clerk of the Board staff.

Performs duties, as required by statute.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws/codes, rules and regulations.

Modern office procedures, methods and technology.

Methods of filing and indexing documents; principles and procedures of record keeping.

Records management.

Legal terminology, forms and procedures.

Business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Interpret and apply pertinent federal, state and local laws/codes, rules and regulation.

Learn the structure, functions, procedures and policies of the Board of Supervisors.

Type, take dictation and transcribe at speeds necessary for successful job performance.

Prepare and administer assigned budgets.

Supervises, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain confidentiality as required.

Perform complex and varied specialized administrative support work involving considerable independent judgment.

Employ good judgment and make sound decisions.

Provide effective leadership and supervision when necessary.

EXPERIENCE AND TRAINING 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:

Four years of increasingly responsible secretarial or administrative experience, including three years of supervisory responsibility.

Training:

High school diploma or GED equivalent supplemented by office management and leadership training. A Bachelor's Degree in Public Administration, Business Administration or a closely related field is highly desirable.

Administrative and leadership education/training and/or course work through an official Association/organization related to or equivalent to the administrative duties assigned, or training in related technical areas, such as training offered through the California Clerk of the Board of Supervisors Association.

Classification Code:	0881000
Bargaining Unit:	04
FLSA Status:	N
Worker's Compensation Code:	8810
Pay Table:	CNTY
Range:	428