

**CLERK OF THE BOARD/GENERAL SERVICES DIRECTOR**

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 support to the Board of Supervisors. Plans, organizes and administers the day to day operations of the Divisions of Facilities Maintenance, Property Planning and Management, Purchasing, Fleet, and Information Technology (IT). May also be designated as the County's Purchasing Agent by 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 programs, departments and staff. Plans, organizes and administers the day to day operations of the Divisions of Facilities Maintenance, Property Planning and Management, Purchasing, Fleet, and Information Technology (IT). Performs related administrative and professional work as required.

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

Provides administrative assistance to the Board of Supervisors and acts as a resource to the Board members as needed.

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

Plans, Organizes, directs and assumes responsibility for the full array of the Administrative Services functions including, but not limited to, Facilities Maintenance, Property Planning and Management, Purchasing, Fleet, and Information Technology (IT).

Develops and/or assists in the development and implementation of departmental and countywide goals, objectives, policies and priorities.

Manages County properties.

Reviews items submitted for the Board agenda for adherence to policy and to identify follow-up action by Administration or County Departments: identifies areas of concern for resolution and/or referral; meets with Clerk of the Board staff to review and coordinate agenda preparations. Prepares agenda items and backup documentation for Administration, members of the Board, County Departments, members of the public, and other agencies; reviews backup documentation.

Directs County purchasing activities, ensuring compliance with established procurements policies and procedures.

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:

Five years increasingly responsible managerial, administrative, supervisory experience in a governmental/public employment setting which included substantial interaction with department heads, elected officials, and policy making bodies 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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. While this is primarily a sedentary office classification; the job also involves field inspection work requiring walking at inspection sites areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, 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 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. However, when inspecting in the field, may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department policies and procedures.

EQUAL OPPORTUNITY EMPLOYER/ AMERICANS WITH DISABILITES ACT COMPLIANT/  
VETERANS' PREFERENCE POLICY/ DRUG-FREE WORKPLACE