

## **CLERK OF THE BOARD**

### **DEFINITION**

To plan, coordinate, direct and supervise the operations of the Clerk of the Board Department and perform the statutory duties of the Clerk of the Board of Supervisors; to attend and record Board meetings; to supervise the preparation and distribution of agendas; to supervise the distribution of information and direction from each Board meeting; to supervise the maintenance of Board files and records; to supervise clerical staff; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Board of Supervisors and reports to the Chair of the Board. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direct supervision over professional and clerical staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Develops and directs the implementation of goals, objectives, work standards and departmental policies and procedures; prepares and administers the department budget and the Assessment Appeals Board budget.

Provides complex and highly responsible administrative and clerical support 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.

Selects, trains, supervises and evaluates the performance of clerical staff as assigned; provides advice and assistance as needed; implements disciplinary action as necessary.

Attends, clerks, and records regular Board meetings, meetings when the Board convenes as other than the Board of Supervisors, committee meetings and Assessment Appeals Board hearings.

Supervises the calendaring of items for the Board's weekly agenda; reviews agenda and supporting materials with administrative personnel, Board Chair, and County Counsel for conformance with policies and required format.

Prepares agenda items for Board members; works with departments on the preparation of agenda items.

Supervises the preparation and distribution of agendas and packages for Board members, staff and the news media.

Supervises the distribution of information and direction from each Board meeting, including ordinances and resolutions, minutes, orders, memos, directives, certificates and correspondence.

Supervises the preparation and maintenance of Board files and records, including general files, indices, tape recordings of proceedings, ordinances, resolutions, agreements and contracts.

Coordinates activities with those of other divisions, departments and agencies as appropriate; assists other departments with general support functions in order to ensure the fulfillment of the Board of Supervisors direction or policies.

Oversees the maintenance of committee and commissions membership lists; administers oaths of office, and prepares annual posting as required by law.

Coordinates the processing of annual reimbursements for Board and committee meetings.

Files and processes notices of appeals of decisions made by county officials.

Prepares public hearing notices for various hearings.

Maintains the Board's and the Clerk of the Board internet web pages, with an eye towards increasing public access to records.

Acts as emergency backup Administrator to the Technical Services Director for the County's website.

Acts as Administrator of the MinuteTraq meeting and document management system; provides technical support for same to users and departments as needed.

Processes applications for changed assessments as they are received; schedules hearings; prepares agenda and agenda packages, all necessary legislative forms, and minutes.

Researches past and current records as requested by Board members, other departments and the public; ensures that County staff and the public have access to all aspects of the legislative record in a timely manner.

Researches regulations, usually in collaboration with County Counsel, to support the legal process or official business of the Board of Supervisors, Special District Boards, and related bodies to assure compliance with laws, policies, and regulations.

Assists various departments and groups in using the Board chambers; arranges for meeting space for the Board when it convenes in a different location.

Serves as Executive Secretary/Clerk for the Mariposa County LAFCo under appointment by the LAFCo Executive Officer/Planning Director.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and

computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, answering the telephone, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Organization, duties, powers, limitations, and authority of County governments and the office of the Clerk of the Board.

Principles and practices of staff supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including filing systems, receptionist/telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing, and processing various Board matters.

Knowledge of progressive practices in electronic document storage and retrieval.

Safe work practices.

#### **Ability to:**

Understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Select, train, supervise and evaluate the performance of staff.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Represent the County effectively in meetings with others.

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

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Research and organize pertinent historical and legal materials for Board issues.

Maintains the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Record and transcribe dictation.

Perform mathematical computations with accuracy.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

#### **MINIMUM QUALIFICATIONS**

**Any combination of experience and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:**

**Experience:** Five years of increasingly responsible clerical and administrative experience, preferably in local government, including two years of supervisory experience overseeing the activities of staff involved in preparing processing, and filing legal documents and/or official records.

**Education:**

High school diploma or GED equivalent. Completion of 60 units of college with coursework in business or public administration.

**Substitution:**

Additional qualifying experience may be substituted on a year for year basis for the required education.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must pass a pre-employment physical.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

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