

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



ASSISTANT CLERK OF THE BOARD OF SUPERVISORS

CLERK OF THE BOARD OF SUPERVISORS

Anticipated Hiring Range \$100,000 to \$120,000
Excellent Benefits Package

ASSISTANT CLERK OF THE BOARD OF SUPERVISORS | COUNTY OF SAN DIEGO

CLERK OF THE BOARD OF SUPERVISORS

This executive management position serves as the principal assistant to the Clerk of the Board in carrying out the duties of the Clerk of the Board as prescribed by law and directed by the Board of Supervisors. This position assists in providing overall coordination, organization, and administration of major program activities within the department and also performs special assignments and projects of a complex nature. Duties include:

- Assists in planning, directing, organizing, coordinating and evaluating the overall activities of the Clerk of the Board of Supervisors as prescribed by law and directed by the Board of Supervisors.
- Develops, makes recommendations and implements County policies and procedures for a variety of Clerk of the Board of Supervisors services.
- Acts as liaison with other public and private agencies and provides information to County departments, and non-County departments and agencies, as well as the public.
- Attends meetings of the Board of Supervisors and records and maintains the record of proceedings at the direction of the Clerk of the Board.
- Acts as principal liaison with the Board of Supervisors' Chiefs-of-Staff.
- Analyzes proposed legislation and makes recommendations.
- Oversees purchasing activities for the department and the Board of Supervisors' offices.
- Oversees the preparation of, and monitors the budgets for the department, Board General Office and the Board of Supervisors offices.

CLERK OF THE BOARD OF SUPERVISORS DEPARTMENT

The Clerk of the Board of Supervisors/Executive Officer provides leadership for carrying out the department's mission and is responsible for efficient and effective administration of the department and Board General Office operations, including preparing and monitoring the department and Board district budgets, and managing over \$11 million of budgets and trust accounts. The department is the official repository of the Board of Supervisors' records and provides administrative support to the Board of Supervisors, the Assessment Appeals Boards, County Hearing Officers, Special Districts, City Selection Committee, and provides administration of the Labor Relations Ordinance. Additionally, the department provides a high volume of public-facing services such as passport application acceptance services, passport photo services, and notary public services. The majority of its functions are defined and mandated by various California Statutes, Revenue and Taxation Codes, County Ordinances, Board Resolutions, the Board's Rules of Procedures, and by Board of Supervisors' policies.

The Public Services Program is the first point of contact for members of the public, providing passport application acceptance, administration of Boards, Commissions, and Committees, and disclosure activities. The Public Services Program provides management for the Board General Office and support to District Offices. The program ensures regulatory compliance and serves the community by notifying citizen advisory boards of dates for sunset review of their policies; ensuring that financial statements are filed in accordance with regulations; and providing development map services.



The Legislative Services program provides support services to the Board of Supervisors such as the preparation and distribution of agendas and statements of proceedings, processing of official documents and legal publications, handling requests for official records, administering the referral tracking system, submitting referrals of communications to the Board, Chief Administrative Officer, County departments, and agencies, and maintaining the Rules of Procedure, Board Policy Manual and the County Charter. The Legislative Services program also administers the Property Tax Assessment Appeals process, which entails accepting appeals, scheduling hearings, coordinating appeals board member training, clerking hearings, and other support services.

Additional responsibilities include providing support to Air Pollution Control District Hearings, administering the Labor Relations Ordinance, providing support to the Community Enhancement application process, providing support to the City Selection Committee, administrative assistance to County Hearing Officers, ensuring public awareness of volunteer opportunities and highlighting the County's Volunteer Program and recognizing the contributions of participants, and providing notary public services.

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Experience working in the office of a Clerk of the Board, City Clerk or serving as clerk of legislative bodies.
- Thorough understanding of the Brown Act, Public Records Act, Conflicts of Interest disclosure requirements, Open Government Laws, etc.
- A politically astute leader that possesses the skills necessary for identifying, navigating, and successfully interacting within the dynamics of the organization while maintaining sensitivity to competing needs of a wide variety of internal and external stakeholders.
- Ability to conduct analytical studies and prepare and submit data and reports involving the evaluation of department operations and services.
- Ability to prepare budgets and provide ongoing analysis, recommendations, and monitoring.
- Ability to define, develop, implement, manage, and audit programs/projects.
- Has a track record of planning and organizing work activities and managing several tasks at once while establishing courses of action for self and others to ensure that work is completed efficiently.
- Advanced user of information technology applications who champions technology and adapts to the latest trends in order to maximize performance management processes.
- Has supervisory experience and experience with general human resources policies and procedures, such as the classification and selection process.
- A strong collaborator and adept in identifying opportunities and taking action to build strategic relationships to help achieve department goals.
- Customer focused approach to effectively meet the needs of customers and easily adjust within the diverse populations to build productive internal and external customer relationships as well as take responsibility for customer satisfaction.



MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four (4) years of management level experience and at least one (1) year of supervision.

Note: A master's degree or higher degree may substitute for a total of one (1) year of experience and cannot be applied to the required one year of supervision.

COMPENSATION

The anticipated hiring salary range upon appointment for this position will be \$100,000 - \$120,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- Medical, dental, and vision insurance plans.
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.
- Defined benefit retirement program.
- Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed [here](#).
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online at www.sandiegocounty.gov/hr; select the link for jobs. In addition to completing the online application, please submit a résumé which should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation panel will convene to review submittals and identify top competitors to be considered for further evaluation. **This recruitment will remain open until filled. Interested candidates are encouraged to apply as soon as possible for consideration.**

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the **Live Well San Diego** vision: A region that is Building Better Health, Living Safely and Thriving. For more information visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Anna Lisa Acedo, Human Resources Services Manager at AnnaLisa.Acedo@sdcounty.ca.gov or 858-505-6350. Questions about the position or department should be directed to Brandy Winterbottom-Whitney, Deputy Director, Human Resources at Brandy.Winterbottom-Whitney@sdcounty.ca.gov or 858-505-6324.

11/13/15
Class No. 2202

