



The County of San Diego  
Invites Resumes for  
**Clerk of the Board of  
Supervisors**

Executive Management

**Anticipated Hiring Range: \$140,000 - \$150,000 annually**  
**Salary will be commensurate with experience.**

**Excellent Benefits Package which includes:**

- Fifteen days of paid vacation; thirteen days of paid sick leave; thirteen paid holidays; and miscellaneous paid leave
- Medical, dental and vision insurance plans
- Disability, Life, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package—a monthly credit may be used to select benefits from a group of options
- Retirement System that provides a defined benefit pension plan
- Deferred Compensation Program (457) and 401(a) plans
- Membership in the San Diego County Credit Union
- Eligible for relocation reimbursement on personal transportation and moving expenses



## OFFICE OF THE CLERK OF THE BOARD

The mission of the Clerk of the Board of Supervisors is to provide consistently excellent service and support to the Board of Supervisors and the people they serve in an efficient and friendly manner. Three program areas are included within the department: Executive Office, Public Services and Legislative Services.

The Executive Office of the Clerk of the Board provides leadership for carrying out the Clerk of the Board's mission and is responsible for efficient and effective administration of the Clerk of the Board department and Board General Office operations. The office provides direct support to the Board of Supervisors, Special Districts, City Selection Committee, and provides administration of the Labor Relations Ordinance. The office processes and tracks referrals for communications to the Board, Chief Administrative Officer, County departments, and agencies, prepares and monitors the department and Board district budgets, and manages over \$11 million of budgets and trust accounts.

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. Public Services provides management for the Board General Office and support to District Offices. Public Services ensures regulatory compliance and serves the community by notifying citizen advisory boards of dates for sunset review of their policies; ensuring public awareness of volunteer opportunities and of lobbyists' ordinances; highlighting the County's Volunteer Program and recognizing the contributions of participants; 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, administering the referral tracking system, and maintaining the Rules of Procedure, Board Policy Manual and the County Charter. Legislative Services 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 handling requests for official records, providing support to Air Pollution Control District hearings, providing support to the Community Enhancement application process, notifying groups of dates for sunset review of County policies, ordinances, and codes, providing notary public services, overseeing the codification of the Regulatory and Administrative Codes, and administrative assistance to County Hearing Officers.

To visit the Office of the Clerk of the Board website, click [here](#).

## THE POSITION

This position acts as the administrative head of the department, serves as the Clerk of the Board of Supervisors and performs duties as provided in the Government Code and formal orders of the Board of Supervisors. This position is appointed by the Board of Supervisors and works under the direction of the Board of Supervisors and the Chief Administrative Officer. Duties include:

- Directs the activities of all personnel of the Office of the Clerk of the Board.
- Directs the preparation of the agenda for meetings of the Board of Supervisors and special districts.
- Attends each session of the Board of Supervisors and directs the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions and of all decisions and the vote of each member.
- Directs the notification of County departments, other agencies and individuals affected by actions of the Board.
- Directs the receiving, indexing, filing, certifying, and preserving or disposal of all documents, papers and records deposited with the Clerk of the Board pursuant to the law.
- Authenticates ordinances, resolutions, minute orders and other official actions with the Clerk's signature and with the official seal of the Board.
- Executes documents, contracts and agreements on behalf of the Board of Supervisors.
- Maintains the custody of, and keeps available for public inspection, the books, records and official County documents of the Board.
- Oversees Notary services operations, the County Volunteer Services Program and passport acceptance services.



## IDEAL CANDIDATE

The ideal candidate will possess progressively responsible experience in a City or County Clerk's Office which includes supervisory and management level experience. In addition, the ideal candidate should possess knowledge of municipal record keeping requirements, knowledge of electronic Agenda Management and content management systems, Brown Act provisions, Fair Political Practices regulations, and contract administration. The ability to supervise staff, prepare reports and effectively communicate in person and in writing is also preferred. Possession of Certified Municipal Clerk's (CMC) Certificate is preferred, but not required. The ideal candidate will be responsive, politically astute, trustworthy, ethical, articulate, and have good people skills.

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

- Demonstrates an understanding of multiple stakeholder needs.
- Builds and supports mutually beneficial relationships with other organizations and community contacts.
- Demonstrates strong teamwork and collaboration skills.
- Sensitive to political dynamics inside and outside of the organization.
- Understands multiple perspectives, agendas, goals, etc.
- Ability to provide superior customer service.
- Ability to establish and maintain effective working relationships, with a reputation for garnering respect at all levels.

## MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalency; AND, five (5) years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least three (3) years of supervision.

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

## COMPENSATION

The expected starting salary range for this position is \$140,000 - \$150,000 annually. The negotiated salary will be dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

## BENEFITS

Please click [here](#) to view the Benefits Package for this classification.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness and value in order to improve the region's Quality of Life.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various Groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).

The County has a budget of \$5.06 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments. The County of San Diego is home to over 3 million residents. We are the second largest county by population in California and we rank 5th in population of all metropolitan areas in the U.S.

The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico. The County of San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches, so the County relies on imported water.

### APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online. To apply, click [here](#). In addition to completing the application, please submit an updated résumé indicating your employment history, positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size and job titles of staff supervised, budget managed, and current salary.

Applications and résumés will be initially screened for minimum qualifications listed above. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

### 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. 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.

### CONTACT INFORMATION

You may direct any questions regarding the application process or position to Kevin Scott, Senior Human Resources Analyst, Department of Human Resources at [Kevin.Scott@sdcounty.ca.gov](mailto:Kevin.Scott@sdcounty.ca.gov) or 858-505-6560.

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