



**MEMORANDUM**  
**OFFICE OF THE**  
**COUNTY EXECUTIVE OFFICER**  
**COUNTY OF PLACER**

**To:** Honorable Board of Supervisors  
**From:** David Boesch, County Executive Officer   
**Date:** August 4, 2015  
**Subject:** Revisions to the unclassified job specification - Clerk of the Board of Supervisors

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**ACTION REQUESTED**

Modify the classification specification of Clerk of the Board of Supervisors as indicated in the attached document and provide direction to the County Executive Office to merge the Board of Supervisors and Clerk of the Board units of the County Executive's Office as part of the FY 2015-16 Final Budget Position Allocation Ordinance.

**BACKGROUND**

As your Board is aware, the incumbent Clerk of the Board of Supervisors retired in July 2015, which offered the opportunity to merge the various functions related to the Board of Supervisors as currently managed separately by the Clerk of the Board unit and the Board of Supervisors unit within the County Executive's Office.

The action being requested today includes an update to the job specification for the Clerk of the Board of Supervisors and directs the County Executive Officer to combine the two separate operational units within the County Executive Office to achieve operational efficiencies.

The merger of the units is anticipated to result in operational efficiencies; including, cross-training and development of staff, standardized administrative processes, and consistent oversight by a single designated manager. As part of the FY 2015-16 Final Budget Countywide Position Ordinance process, the merger would be reflected by having all position allocations in one specified unit within the County Executive's Office.

**FISCAL IMPACT**

There are no fiscal implications related to either the merge of functions or the recommended revisions to the classification specification.

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Attachment: Clerk of the Board of Supervisors (unclassified)

## **CLERK OF THE BOARD OF SUPERVISORS**

**(Unclassified)**

### **DEFINITION**

A county officer tasked with the duties specified in the California Government Code, the County Code, and other statutory provisions referencing the duties of the Clerk of the Board for the County Board of Supervisors. To perform a variety of responsible and specialized administrative support services for the Board of Supervisors including maintaining official records of actions and proceedings; to plan, organize, direct and manage the activities of the Clerk to the Board Division within the County Executive Office including preparation of the agenda for the Board of Supervisors; to coordinate Board of Supervisors and County Executive Office activities with other divisions and departments; and to provide highly complex assistance to the Board of Supervisors and the County Executive Officer.

### **DISTINGUISHING CHARACTERISTICS**

The Clerk to the Board of Supervisors position recognizes a single position management class distinguished from other county classifications due to the confidential nature and highly complex range of responsibilities origination from elected Board members and the County Executive Officer and his/her designee.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Executive Officer or his/her designee. Exercises direct supervision over clerical and technical support staff.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Manage the administrative activities of the Office of the Board of supervisors. Direct and oversee the office work plan, assign work activities and projects. Set priorities, meet critical deadlines, and organize work effectively. Develop office procedures and coordinate office schedules that ensure adherence to all work plan deadlines.

Attend meetings of the County Board of Supervisors; prepare minutes of complex, sensitive Board agenda items; advise departments on process; coordinate agenda items with County departments and the County Executive Office, as necessary; and schedule agenda items.

Process summary actions (minutes) of complex, sensitive or routine Board agenda items and execute resultant post meeting documents. Execute or communicate details of Board actions; act as custodian of all documents and records pertinent to actions of the Board including records management.

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Act as custodian of all records and documents pertinent to actions of the County Board of supervisors including, but not limited to, resolutions, ordinances (both codified and uncodified) and contracts.

Plan and oversee the preparation of the agenda of the Board of Supervisors including management of agenda software applications; coordinate agenda items with County departments as necessary; and forecast agenda schedule for routine items and for publicly noticed items in accordance with County policies, codes or mandates.

Receive and screen citizens' complaints of a highly confidential and sensitive nature; handle information of a controversial and confidential nature which may have County-wide implications; provide information which may require interpretation of policies and procedures; and provide referrals to departmental staff or other sources and follow up on actions as appropriate.

Manage and oversee board members' calendars; prepare informational materials as required. Manage travel arrangement for board members including logistics for Board meetings held in eastern Placer County or outside the county seat.

Review, prioritize and route incoming correspondence and other inquiries for appropriate response and distribution. Maintain records of correspondence; review and identify those items requiring inclusion into the Board of Supervisors' agenda and prepare correspondence as may be required in the conduct of business on behalf of the Board of Supervisors.

Manage administrative support to the Assessment Appeals Board (AAB) hearing process; coordinate and develop AAB agendas; publish requisite public hearing notices; and process post meeting recordation of actions with appropriate County Departments. Act as custodian of all records and documents pertinent to actions of the AAB including evidence presented at hearings.

Provide general administrative support to the Municipal Advisory Councils; oversee development and distribution of MAC agendas and related materials.

Assist in budget development and implementation; participate in the forecast of additional funds needed for staff, equipment, materials and supplies; administer approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

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Represent the County Executive's Office and Board of Supervisors to the public, county departments, and to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Knowledge of:**

- Principles and practices of records management especially as related to public information and legal documents.
- Responsibilities, functions and operating procedures of the County Board of Supervisors.
- Organizational structure of county government and the services and functions provided by each department.
- Preparation of agendas, minutes and indexing systems; and the format and legal requirements used in preparation of resolutions and ordinances.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training and performance evaluation.

**Ability to:**

- Interpret and evaluate staff reports and other technical documents; know laws, regulations and codes pertinent to management of public records, records retention and agendaizing public meetings. Assign work activities and projects; set priorities, meet critical deadlines, and organize work effectively. Develop office procedures and coordinate office schedules that ensure adherence to all work plan deadlines.
- Triage citizens' complaints of a highly confidential and sensitive nature and provide referrals to departmental staff or other sources as appropriate.
- Exercise initiative, independent decision-making, professionalism, and good judgment.
- Maintain confidentiality of sensitive information and neutral position on controversial matters.
- Coordinate the flow of information/communication to and from the Board's office, communicate effectively with executive officials, executive level management and the public.

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- Analyze problems, identify alternative solutions and implement recommendations in support of goals.
- On a continuous basis, interpret and evaluate staff reports; observe performance and evaluate staff; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and to communicate through written means.
- Type accurately at a speed of 50 words per minute.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply County and County Executive Office policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

**Experience and Training**

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible secretarial experience, including experience as secretary to a public board or commission; two years of which must have been in a supervisory capacity.

**Training:**

Equivalent to an Associate's degree from an accredited college with major course work in business, general management, government or a related field.

**License or Certificate:**

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

