

**County of Humboldt Job Specification**  
**BOARD SERVICES MANAGER/CLERK OF THE BOARD**  
**Classification 0102**  
**FLSA: Exempt**



**DEFINITION**

Under administrative direction, plans, organizes, and manages the Office of the Board of Supervisors (Board); assumes management responsibility of the Clerk of the Board function including managing and directing subordinate staff in the performance of mandated clerk functions, operations, and activities; provides complex and often confidential professional-level support to the collective Board and individual Board members in the research, analysis, and reporting on a wide variety of topics and initiatives; serves as a professional and technical resource for Board members on varied and diverse matters of concern and interest to the Board collectively and individually; performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Board of Supervisors. Exercises general direction and supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a single-position management-level classification appointed by and reporting to the Board of Supervisors responsible for planning, organizing, reviewing, and evaluating the work of the Office of the Board of Supervisors. This is a state-mandated position with responsibilities established by the California Government Code. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include providing assistance to the Board in a variety of administrative, coordinative, analytical, and liaison capacities and performing duties consistent with the provisions of the California Government Code and County ordinances. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines, and requires knowledge of public policy and municipal functions and activities, including the role of an elected Board.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Manages the administrative activities of the Office of the Board of Supervisors; plans, organizes, coordinates, and directs the work of professional, technical, and administrative support staff for the department.

- Recommends and implements goals, objectives, policies and procedures, and work standards for the department.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations.
- Determines and recommends staffing needs for assigned activities and projects; develops, implements, and monitors the annual budget for the department for review and approval by the Board as the collective department director; monitors expenditures; maintains a variety of records and prepares routine reports of work performance.
- Supervises and prepares a variety of studies and reports relating to the wide range of topics and issues that come before the Board of Supervisors; provides professional-level assistance to the Board collectively and individually; researches, analyzes and synthesizes information from a variety of sources, and prepares technical reports at the request of the collective Board and individual Board members.
- Provides technical information, instruction, and assistance regarding applicable procedures, methods, and requirements; interprets and explains rules, regulations, and procedures; answers questions and resolves problems and concerns; enforces County ordinances and policies ensuring adherence and quality control within the Office of the Board of Supervisors.
- Participates in, and makes recommendations on, staff selection and other personnel actions; evaluates work performance; provides for staff development and training; counsels employees and implements discipline as necessary; responds to staff questions and concerns.
- Directs staff attendance for clerking at meetings of the Board and the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions and decisions as well as the vote of each member.
- Manages the planning and preparation of Board agendas and minutes as well as commission and committee agendas and minutes by coordinating, or directing staff to coordinate, with the Board of Supervisors, the County Administrative Officer, County management staff, Board appointed commission and committee members, and others.
- Processes minutes of complex and sensitive Board agenda items and executes resultant post-meeting documents.
- Executes or communicates details of Board actions; acts as custodian of all documents and records pertinent to actions of the Board, including records management.
- Ensures compliance with the Ralph M. Brown Act, Public Records Act, and that public meetings adhere to generally accepted parliamentary procedures.
- Directs the notification of County departments, other agencies, and individuals affected by actions of the Board.
- Ensures the public has access to Board, commission, and committee information.
- Executes documents, contracts, and agreements on behalf of the Board.
- Directs the receiving, indexing, filing, certifying, and preserving or disposal of all documents and records deposited pursuant to legal requirements.
- Researches and provides information for Board members, County staff, and members of the public.
- Authenticates ordinances, resolutions, minute orders, and other official actions with the Clerk's signature and with the official seal of the Board.

- Establishes, maintains, and indexes files for the Board through the use of accepted best recordkeeping practices.
- Maintains the custody of, and keeps available for public inspection, the books, records, and official County documents of the Board.
- Represents the Board of Supervisors to the public, County departments, and to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Performs related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Office of the Board of Supervisors.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Responsibilities, functions, and operating procedures of the County Board of Supervisors.
- Legal requirements for filing, publishing, and processing of various Board matters, including but not limited to resolutions and ordinances.
- Principles and practices of records management, especially as related to public information and legal documents.
- Preparation of agendas, minutes, and indexing systems; and the format and legal requirements used in preparation of resolutions and ordinances.
- Applicable federal, state and local laws and regulations affecting the activities of the Board, including open meeting laws, parliamentary procedures, the California Ralph M. Brown Act and Public Records Act.
- Organizational structures of county government, department relationships, programs, services, and other functions.
- Principles of project management and implementation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Office of the Board of Supervisors.
- Research and organize materials and information for Board information and use.
- Organize and maintain accurate and complex recordkeeping and indexing systems.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Prepare clear, concise, and complete meeting documentation and other reports and correspondence.
- Maintain confidentiality of sensitive information and neutral position on controversial matters.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, political science, or a closely related field

**and**

Five (5) years of increasingly responsible experience providing professional administrative support to a publicly elected board, council, or commission, preparing public meeting agendas, and ensuring compliance with the Ralph M. Brown Act, including at least one year (1) year in a lead or supervisory capacity.

### **Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Completion of a Certified Clerk of the Board (CCB), Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) program is desirable.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office, out-patient, clinic, jail or juvenile facility; use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; standing in and walking between work areas is frequently required; ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).
- Must be willing to work non-traditional work hours including evenings if needed.