

CLERK OF THE BOARD

DEFINITION

Under general direction, plans, schedules, assigns, supervises, reviews, and participates in the work of staff performing administrative and legally required duties for the Clerk of the Board of Supervisors; reviews agenda items for adherence to California codes and Plumas County policy; records and preserves the actions of Board of Supervisors; prepares, edits, and supervises distribution of Board agendas, minutes, and public hearing notices; designs, implements, and supervises the records maintenance functions of the Board; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Clerk of the Board performs numerous duties in support of the Board of Supervisor, County Administrative Officer, and the public. This position is appointed by the Board of Supervisors and provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities and performs duties consistent with the provisions of the California Government Code and County ordinances. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board. Responsibilities include coordinating the activities of the Board with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the assignment. The incumbent is accountable for accomplishing operational goals and objectives.

The position serves as the clearinghouse for all matters requiring the review or executive action of the governing authorities of Plumas County. The Clerk provides processing and dissemination of all board directives, policies and laws of the County's legislative branch, and provides members of the public with agendas, notices of public hearings, access to public records and the opportunity to attend the open meetings of the Board of Supervisors and other special County meetings. This position shall be in the Confidential Unit.

REPORTS TO

Plumas County Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED

Administrative support staff, as needed

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EXAMPLES OF DUTIES

- Manages the administrative activities of the office of the Board of Supervisors; and plans, coordinates, schedules, and reviews the work.
- Prepares Board agenda and notices for public hearings. Copies information/documents required and assembles/binds packets for designated members and attendees.
- Attends meetings of the Board and directs the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions, decisions, as well as the vote of each member.
- Works with the Board of Supervisors, County Administrative Officer, County management staff, Board appointed commission and committee members, and others to plan and prepare Board agendas and minutes, as well as commission and committee agendas and minutes.
- Assist with the processes of minutes of complex, sensitive, or routine 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.
- Assist with the notification of County departments, other agencies, and individuals affected by actions of the Board.
- Ensures the public has access to Boards, commissions, and committees' information. Executes documents, contracts, and agreements on behalf of the Board.
- Assist with the receiving, indexing, filing, certifying, and preserving or disposal of all documents, papers, and records deposited, pursuant to the law.
- 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.
- Maintains the custody of, and keeps available for public inspection, the books, records, and official County documents of the Board.
- Represents the County Administrative Office and 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 a variety of administrative support work for the Board of Supervisors and will also assist the County Administrative Officer, as time allows.
- Attends all Board of Supervisors meetings, recording minutes of decisions, actions and votes. Maintains permanent records of meetings. Sets up meeting room and notifies members of meeting location. Notifies appropriate department/agency of action affecting their area.
- Completes follow-up work from Board meetings including preparing correspondence, action reports, extracts of actions and distributes to appropriate officials.

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EXAMPLES OF DUTIES continued

- Performs a wide variety of specialized office management, administrative support and fiscal support assignments.
- Provides assistance during Board of Supervisors meetings, takes notes and prepares minutes for the Board of Supervisors.
- Transcribes reports, memorandums, and other correspondence from notes, written, and oral instructions.
- Independently prepares correspondence and memorandums.
- Determines information to be included in permanent records of Board proceedings.
- Provides support for Board of Equalization hearings.
- Attends County budget hearings to obtain information and prepare official records.
- Assist with the preparation of minute orders and resolutions of Board actions.
- Publishes required notices before deadlines, reviews and prepares Board agenda and consent agenda.
- Serves as a receptionist for the Board of Supervisors, receiving callers, providing information, answering complaints, and/or scheduling appointments.
- Manages room reservations and County calendars for meeting spaces, etc.
- Provides staff support to the Board of Supervisors including preparation of correspondence and gathering and organizing of information for reports, orders supplies and makes reservations for conferences and will assist the County Administrative Officer, as time allows.
- May compile statistical information and prepare reports.
- Prepares contracts, ordinances, and other legal documents.
- Indexes materials for reference.
- Receives, review invoices/bills, and prepares claims for payment.
- Maintains files of official Boards, commissions and Committee action, filing information as required.
- Prepares and maintains the Department budget as well as monitoring budget expenditures.
- Ensures proper inventory of supplies and equipment, assists five elected officials with planning, organizing, and coordinating functions.
- Works with the public to provide information and resolve concerns.
- Familiar with requirements of the Fair Political Practices Commission for elected officials, entrusted with highly sensitive and confidential information in relation to litigation, personnel and responsible for transcribing closed session information to be sealed for safekeeping.
- Perform all duties established under state law for the clerk of a county Board of Supervisors.
- Serves as the Executive Assistant to the County Administrative Officer, as time allows.
- Provides administrative support to members of the Civil Grand Jury.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audiovisual equipment; use of office equipment including computers, telephones, calculators, copies, transcribing and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- 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.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Organizational structures of county government, department relationships, programs, services, and other functions.
- Responsibilities, functions, and operating procedures of the CAO and County Board of Supervisors.
- Principles of project management and implementation of new information technology systems and processes.
- 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.

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Knowledge of – continued:

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Laws, rules, regulations, and legislation governing the functions and procedures of the Board of Equalization.
- Ensure Brown Act requirements and procedures are followed, at all times.
- Ability to use technological applications for live streaming meetings, posting agendas and managing important systems related to Plumas County business.

Ability to:

- Organize and maintain accurate and complex recordkeeping and indexing systems.
- Research and organize materials for Board information and use.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Prepare clear, concise, and complete meeting minutes, 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 Board of Supervisors in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, the press, and other agencies.
- Establish and maintain cooperative working relationships and professional demeanor at all times.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Training and Experience:

Equivalent to graduation from high school, supplemented by college-level coursework in business or public administration, general management, or government, and two (2) years of experience providing administrative and clerical support to a public board, council, or commission, preparing public meeting agendas and ensuring compliance with the Ralph M. Brown Act (MMBA).

OR

Bachelor's degree in business, public administration or administrative support technology, as well as a minimum of two (2) years' experience in increasingly responsible administrative support work is highly desirable. Prefer administrative work experience in local government ensuring compliance with the Ralph M. Brown Act (MMBA).

OR

A Certified Clerks of the Board (CCB) active status as a member of the California Clerk of the Board of Supervisors Association (CCBSA).

OR

Graduation from an accredited college or university with an Associate degree in Public or Business Administration, Paralegal, or a related field. In addition, two (2) years of administrative/secretarial support experience assisting with County administration, governing boards, or legal procedures. Prefer administrative work experience in local government ensuring compliance with the Ralph M. Brown Act (MMBA).

Other combinations of education and experience may be considered.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.