



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Clerk of the Board (Manager IV/Clerk of the Board)

Stanislaus County

\$102,460 - \$170,747 Annually

Apply by September 5, 2025



THE POSITION

The County of Stanislaus invites applications from qualified candidates for the Clerk of the Board (Manager IV/Clerk of the Board). The Clerk of the Board is a position defined in Government Code, appointed by the Board of Supervisors, and reporting to the Chief Executive Officer. The Clerk of the Board also serves on the CEO's Office Senior Leadership Team.

The Clerk of the Board plays a vital role in supporting transparent and accessible local government. This position provides critical administrative and operational support to the Board of Supervisors and ensures compliance with a range of legal and procedural requirements. Key responsibilities include preparing and publishing public meeting agendas and notices, recording official Board actions, and administering oaths of office. This position oversees the assessment appeals process to ensure timely scheduling and public notice of hearings and provides administrative support to the Assessment Appeals Board. The Clerk of the Board also manages appointments and rosters for more than 80 Boards, Commissions, and Special Districts, maintaining compliance with the Maddy Act and Brown Act.

In this capacity, the individual acts as the County's records management liaison, receiving and processing Statements of Economic Interest, legal claims, and summons, while responding to public records requests.

THE IDEAL CANDIDATE

The successful candidate will demonstrate the ability to navigate complex administrative and legal processes, manage sensitive and confidential information, and make decisions with accuracy and confidence. This role requires a high level of professionalism, sound judgment, and technical expertise. The ideal candidate will bring a strong background in supporting elected bodies, with experience working in a County, City, or Municipal Clerk of the Board's Office or similar public agency setting.

The ideal candidate will have excellent communication and interpersonal skills, with the ability to present information clearly, build effective relationships, and work collaboratively with a wide range of stakeholders, including the Board of Supervisors, Chief Executive Office, County departments, elected officials, and members of the public. A commitment to public service, ethical conduct, and the responsibilities of a transparent and accountable government is essential for this role.

Scan the QR code to learn more about the
Board of Supervisors or visit www.stancounty.com/board



ABOUT THE BOARD OF SUPERVISORS

The Stanislaus County Board of Supervisors is made up of five members that represent distinct geographic regions. They serve as the elected governing body for the County, guiding policy decisions and setting priorities that impact more than half a million residents. With a focus on local priorities like public safety, health, land use, and budgeting, the Board of Supervisors lead efforts that shape our county's direction.

Supervisors meet regularly to adopt policies, approve budgets, and oversee the operations of County departments. They also serve on various boards, commissions, and regional committees, helping to shape both local and regional initiatives.

The Board of Supervisors hold scheduled meetings that are open to the public and accessible both in person and online.

*Becoming a community of choice, where people live, work, and thrive -
a place worthy of calling home.*



Buck Condit
District 1



Vito Chiesa
District 2



Terry Withrow
District 3



Mani Grewal
District 4



Channce Condit
District 5

Here at **Stanislaus County**, our mission is
“We Build Community”...

Check out our 5 values!



We believe **EACH**
PERSON MATTERS



We work every day to
earn people's **TRUST**



We are
GOOD PARTNERS



We encourage
INNOVATION



We deliver
RESULTS

THE TYPICAL TASKS

- Lead and manage the daily operations of the Clerk of the Board's Office, including oversight of staffing, workflow, and performance
- Provide procedural guidance to Board members and their staff
- Conduct research, analysis, and special studies on complex and sensitive administrative and policy issues; prepare reports with recommendations for appropriate action
- Serve as parliamentarian during meetings
- Coordinate and manage appointments, resignations, and membership changes for boards, commissions, and special districts
- Oversee the preparation, review, and publication of Board meeting agendas and minutes, ensuring legal compliance with the Brown Act, Government Code requirements, and local rules of procedure
- Maintain the County Code and over 60 Conflict of Interest Codes; oversee related filings and disclosures
- Conduct public bid openings for capital and projects in compliance with procurement procedures
- Interpret and administer County codes, policies, and legislative procedures related to the Board, and advise departments on the proper preparation and submission of items for Board consideration
- Act as a liaison between the Board of Supervisors, County departments, and the public
- Contribute to high-level strategic planning and executive decision-making processes as part of the Senior Leadership Team
- Maintain relationships with a variety of elected officials, agencies, departments and other public and private agencies
- Review and present thorough recommendations on board agenda items
- Monitor and interpret legislative changes, and recommend updates to department policies, forms, and procedures accordingly
- Provide procedural training to departments, staff and external stakeholders
- Oversee Board Chambers operations, including IT equipment support and meeting logistics
- Manage special projects and process improvements, including:
 - E-filing of Form 700s and campaign statements
 - Assessment Appeals system modernization
 - Records management and destruction planning
 - Agenda system upgrades and automation



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Administration & Management
- Collaborative Leadership
- Open Meeting Laws
- Public Meeting & Records Compliance
- Agenda & Legislative Processes
- Constituent Services & Communication
- Policy Interpretation & Application
- Project & Process Improvement
- Ethics & Conflict of Interest Compliance
- Critical Thinking
- Customer Focus
- Records Management
- Accessibility & Civil Rights
- Political Acumen
- Employee Relations
- Adaptability & Flexibility
- Negotiation

EDUCATION & EXPERIENCE

MANAGER IV

- A Bachelor's degree from an accredited college or university (progressively responsible experience may substitute for education on a year-for-year basis); AND
- Four (4) years of progressively responsible experience performing complex administrative or executive-level support for elected or appointed bodies, including managing public meeting processes, coordinating boards and commissions, or functions related to legislative or government operations; two (2) of the four (4) years must be at the management level.

CLERK OF THE BOARD

- A Bachelor's degree from an accredited college or university; AND
- Five (5) years of progressively responsible experience performing complex administrative or executive-level support for elected or appointed bodies, including managing public meeting processes, coordinating boards and commissions, or functions related to legislative or government operations; three (3) of the five (5) years must be at the management level.

Proof of education or certification may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-6341 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- A bachelor's degree from an accredited four-year university in Business or Public Administration, or a closely related field
- CCB certificate (Certified Clerk of the Board) or CMC (Certified Municipal Clerk)
- Experience as a manager or administrator in a County or City Board Office



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



JOIN OUR TEAM and receive a bonus worth UP TO \$10,000!

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE:

One month's worth of

Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!



Cash Payout

Redo that kitchen
or paydown debt.

It's all yours.



Leave Time

Take a little extra time
off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable
income and receive it later.

Why not?



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

Manager IV: \$102,460 - \$153,670

Clerk of the Board: \$113,838 - \$170,747

**Effective the beginning of the first full pay period after August 5, 2025, employees in these classifications shall receive a base salary increase of four percent (4%)*

The County of Stanislaus provides a competitive and comprehensive benefits package for management employees including:

Insurance: Extensive health, dental, and vision coverage options for employees and dependents

Professional Development: \$900 per Fiscal Year

Voluntary Deferred Compensation Plan (457B) plus 1.5% base pay contributed by the County

Life and Disability Insurance: Term life insurance policy, as well as Accidental Death/Disability coverage

Vacation: Accruing biweekly:
2 weeks for the first two years
3 weeks per year 3 thru 10
4 weeks per year 11 thru year 20
5 weeks per year beginning at year 21
Vacation accruals are subject to maximum limits

Holidays: 12 paid holidays annually

Sick Leave: Sick leave is accrued at a rate of 96 hours per year

Car Allowance: \$4,800 annually, plus mileage

Moving Allowance: Recruited from out-of-County up to \$5,000

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Human Resources to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: September 5, 2025

Oral Examinations are tentatively scheduled for the week of September 15, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may require the ability to possess and maintain a California Driver's License.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.