



Stanislaus County invites your application for

Clerk of the Board of Supervisors

A safe community

A well-planned
infrastructure system

A healthy community

A strong local community

Effective partnerships

A strong agricultural
economy/heritage

Efficient delivery of public
services

OUR MISSION Stanislaus County's Clerk of the Board staff is committed to accurate record keeping, courteous service, and pride in the performance of duties.



THE IDEAL CANDIDATE

Stanislaus County is seeking an experienced, knowledgeable, and public service oriented Clerk of the Board to provide oversight and support to the County Board of Supervisors and manage the functions of the Clerk of the Board's Office.

Well-qualified candidates will have experience working with public agency boards and commissions, preferably in County, City, or Municipal Clerk of the Board Offices. This position requires a high degree of confidentiality, technical expertise, and appropriate decision making to manage and perform the full range of Clerk of the Board functions.

Candidates must possess the highest level of ethics and integrity; have an understanding and commitment to the County Board of Supervisors' role; exercise sound judgment in making decisions and resolving problems; have strong communication, presentation, and interpersonal skills; and maintain effective working relationships with constituents and stakeholders at all levels including the Board of Supervisors, Chief Executive Office, County staff and elected officials, external customers, and the general public. The Clerk of the Board position is defined and regulated by Government code. The position is appointed by the Board of Supervisors and reports to the Chief Executive Officer. This at-will senior level management position is FLSA-exempt and not subject to overtime compensation.

THE DEPARTMENT

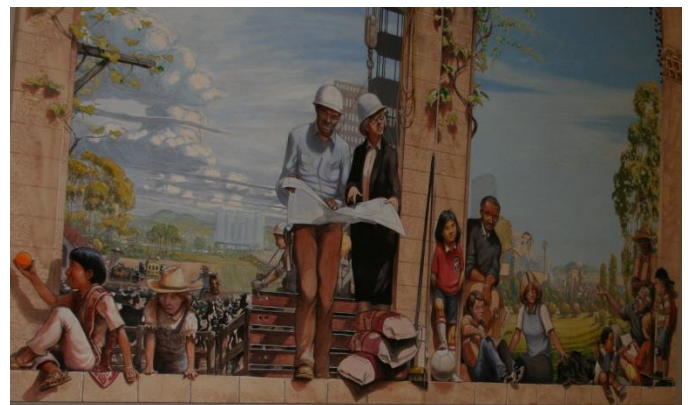
The Clerk of the Board's Office is a division of the Chief Executive Office and provides administrative and clerical services to the Board of Supervisors, the Assessment Appeals Board, and other boards and commissions. The Clerk of the Board's Office maintains the official record of the Board of Supervisors' legislative actions and receives, certifies, and preserves all documents as specified by state and local statutes.

The Clerk of the Board is responsible for:

- **Board Operations** – Provides administrative support to the Board of Supervisors by preparing and publishing meeting agendas and notices in accordance with legal requirements for public meetings; recording and publishing the Summary of Proceeding and minutes of the Board of Supervisors; administering the oaths of office for various elected and appointed County officials and employees.

- **Assessment Appeals** – The Clerk of the Board receives and processes assessment appeal applications; schedules and publishes hearing notices in accordance with legal requirements; and provides administrative support and training to the Assessment Appeals Boards.
- **Boards and Commissions** – Maintains the membership rosters of more than 80 different Boards, Commissions, and Special Districts in compliance with the Maddy Act; processes the applications and resignations for these boards and prepares the agenda items related to these changes; and prepares and administers the Oath of Offices.
- **Records Management** – Acts as the filing officer /official for Statement of Economic Interest forms; receives and processes claims, summons and complaints against the County; receives and files Ethics Certifications; and provides copies of all records, current and historical, which are in the custody of the Clerk of the Board.
- **Administrative Services** – Provides administrative support to the Clerk of the Board and to the Board of Supervisors' offices.
- **Americans with Disabilities Act Title II and Civil Rights Title VI** – Ensures coordination, notification and monitoring of compliance for Stanislaus County; maintains responsibility for grievance procedures and the County-wide tracking process for complaints; and oversees the development of a transition plan per ADA Title II codes.

THE COMMUNITY



Located in the heart of California's fertile Central Valley, Stanislaus County is blessed with mild weather year round and some of the world's richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great

traditions, educational opportunities, and multi-cultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail. California State University Stanislaus and Modesto Junior College are higher educational institutions located in the County.

The area offers a variety of cultural events including the Gallo Center for Performing Arts and a Minor League baseball team. We are centrally located, with the San Francisco Bay Area, Silicon Valley, Sacramento and California's Central Coast only a 90 minute drive from Modesto. To the East are the foothills of the Mother Lode gold country which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.



COUNTY GOVERNMENT

Stanislaus County is a general law county and is governed by a five-member Board of Supervisors. The members of the Board are elected by district on a non-partisan basis for four-year staggered terms. The position of chairman rotates annually among the five members. The County provides a wide range of services, including health care, law enforcement, corrections, library services, social services, roads services, and general government programs.

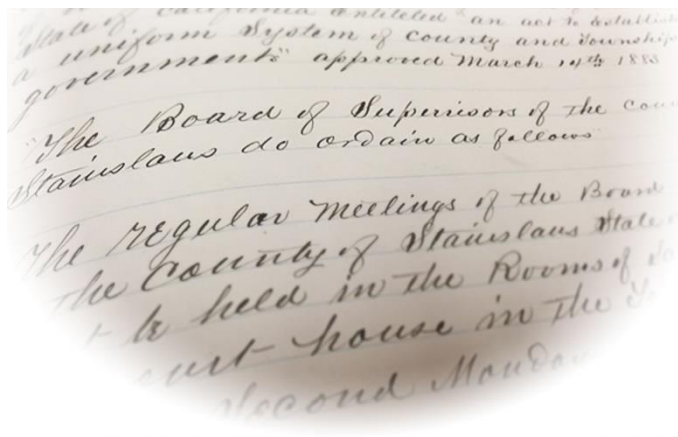
The Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating budget of more than \$1 billion.



KEY RESPONSIBILITIES INCLUDE

- Planning, organizing, directing and evaluating the work of the Office of the Clerk of the Board of Supervisors;
- Coordinating of Board of Supervisors' meetings, Assessment Appeals Board, and City Selection Committee Meetings;
- Coordinating the activities of the various commissions, committees and authorities which are advisory to the Board of Supervisors;
- Overseeing the Board of Supervisors Division;
- Serving as parliamentarian for the Board of Supervisors;
- Performing all acts required by law or by ordinances as directed by the Board;
- Directing preparation and publication of agendas, notices and minutes of meetings, hearings, appeals, re-zonings and other matters within the jurisdiction of the Board;
- Serving as liaison for the Board of Supervisors to provide and interpret information to County departments, government agencies, and the public;
- Directing the maintenance of official records, such as files and indexes of resolutions dating back to 1854, ordinances, contracts, bonds, and other officials papers;
- Maintain the Stanislaus County Code;
- Maintain over 80 Conflict of Interest Codes and serve as Filing Official for Statements of Economic Interests;
- Selecting, appointing, and evaluating the performance of seven staff members;
- Preparing, reviewing, and administering the department budget;
- Point person for the Chambers IT equipment;
- Organize and compile response to the annual Grand Jury Report;
- ADA/Civil Rights Coordinator for the County;
- Conduct bid openings for County Capital Building and Road projects;

- Confers with and advises Board members or their legislative assistants on effective methods to implement office functions;
- Receives and replies to public and governmental inquiries regarding Board actions;
- May act as information liaison between the Chairperson and other office staff or constituents as assigned;
- Provides assistance and advice to representatives of other departments, agencies, community groups and the public regarding items presented to the Board of Supervisors as required;
- Tracks pending legislative developments, reviews and suggests departmental actions based on new legislation;
- Oversees and participates in the receipt and processing of applications, Public Records Act requests, and appeals to the County;
- Provides training to staff, County departments, and public and private agencies in the procedures and processes of the Clerk of the Board's Office;
- Participates in the development of policies and procedures and forms for the Clerk of the Board's office, and prepares correspondence and various reports; and
- Special projects and assignments- Several projects are on the horizon including, but not limited to:
 - E-filing of 700 Forms/Campaign Statements
 - Records management & destruction schedule
 - Assessment Appeals automation, E-Filing
 - Agenda Management



QUALIFICATIONS

A well-qualified candidate would typically acquire the following knowledge and abilities through education and training equivalent to a Bachelor's degree in Business or Public Administration, or related field, and at least five years' progressively responsible experience that would provide an understanding of a

local government organization and the functions related to this position. Possession of a valid California driver's license is required.

DESIRABLE QUALIFICATIONS

- Experience as a manager or administrator in a County or City Board Office
- CCB certificate (Certified Clerk of the Board) or CMC (Certified Municipal Clerk)

COMPENSATION PACKAGE

\$73,694.40 - \$110,552.00 Annually

Stanislaus County also offers an excellent benefits package that typically includes:

- Excellent retirement benefit (2% at approximately age 61 formula);
- Health Plan coverage for employee and dependents (health, dental, vision);
- County paid Deferred Compensation at 1.5% of base salary;
- Two weeks annual vacation accrual upon entering County service, three weeks of annual vacation beginning the third year, four weeks of vacation beginning the 11th year, five weeks of annual vacation beginning the 21st year of service;
- 32 additional vacation hours annually;
- 40 hours of administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- Term life insurance;
- Disability protection;
- Portion of out-of-area moving expenses.

FILING PERIOD, CONSIDERATION, AND SELECTION PROCESS

To begin the application process, go to www.stanjobs.org. Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application and attached supplemental questionnaire as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes are welcome but will not be accepted in lieu of a completed application form.

Apply by – December 7, 2015

Oral & Written Exam Date – Tentatively scheduled for December 21, 2015