

SAN JOAQUIN COUNTY BOARD OF SUPERVISORS

Clerk of the Board

THE POSITION

San Joaquin County is seeking an experienced, knowledgeable, and public service oriented Clerk of the Board to manage the Clerk of the Board's Office which provides support and assistance to the San Joaquin County Board of Supervisors.

Well-qualified candidates will have experience working with public agency boards and commissions, preferably in a County, City, or Municipal Clerk of the Board Office and have management/supervisory experience in performing the full range of Clerk of the Board functions, with oversight and management over those functions with a high degree of confidentiality, technical expertise and appropriate decision making.

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, County Administrator, County staff and elected officials, external customers, and the general public.

THE DEPARTMENT

The Clerk of the Board's Office 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.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Exempt Recruitment Announcement
0419-EB1220-EX



A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



AGRICULTURE

San Joaquin County is one of the most agriculturally rich regions in California. There are 517,900 acres dedicated to irrigated farmland. The county is the number one producer of walnuts and cherries in the state. In recent years, one of the leading crops in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices

for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



Clerk of the Board

THE POSITION

The Clerk of the Board is responsible for administering the official records and files of Board action and proceedings, and for managing the general support functions of the Board office. This position reports to the Chair of the Board and provides administrative support to the entire Board.

The Clerk's Office processes applications to reduce property assessments; schedule appointments to Boards and Commissions; maintain the County's ordinance code; and accept claims against the County, Lobbyist registrations, and requests for records.

MISSION

The mission of the Clerk of the Board's Office is to provide timely and accurate legislative and administrative support services to the Board of Supervisors to meet administrative requirements in accordance with state law, the County Code, Board policy, and County policies and procedures.

Major responsibilities include:

- ◆ Coordinating of Board of Supervisors' meetings, Assessment Appeals Board, and City Selection Committee Meetings
- ◆ Prepares Board Agendas and Minutes

- ◆ Serving as custodian of San Joaquin County Ordinance Code
- ◆ Providing support to County departments and the public
- ◆ Maintains local appointment list of County's Boards, Commissions and Committees
- ◆ Recording of all claims against the County

Visit: www.sjgov.org/ to learn more.

TYPICAL DUTIES

The Clerk of the Board is responsible for the following duties:

- ◆ Plans, assigns, coordinates, and manages the general activities of the Clerk of the Board and Board offices; coordinates work flow and ensures deadlines are met; trains and evaluates employees; prepares the office budgets.
- ◆ Manages and participates in maintaining and administering Board records and files, and in providing general office support to the Board; directs the preparation, assembly, and distribution of Board agenda, minutes, and other data.
- ◆ 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 Chair and other office staff or constituents as assigned.
- ◆ Provides assistance and advice to representatives of other departments, agencies, employee organizations, 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, permits, petitions, 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; prepares correspondence and various reports.

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COMPENSATION PACKAGE

Annual Base Salary: \$84,282-\$102,482

In addition to the base salary, the County offers;

- ◆ Cafeteria Plan in the amount of \$2,001.91 monthly (\$24,023 annual amount) which is considered the employer's benefit contribution used to purchase medical, dental and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (\$1,686- \$2,049).
- ◆ Vacation cash-out up to 8 days annually (\$2,593- \$3,153).
- ◆ 1937 Act Retirement plan with reciprocity with CALPERS.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
- ◆ 14 paid holidays.
- ◆ 10 days administrative leave per year.

Total compensation value as follows:

	Step 1	Step 5
Annual Base:	\$84,282	\$102,482
Cafeteria	\$24,023	\$24,023
2% Deferred Comp.	\$1,686	\$2,049
Vacation Cash Out	\$2,593	\$3,153
Total Compensation	\$112,584	\$131,707

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a major course work in public or business administration, or related field.

Experience: Four years of responsible supervisory or administrative management experience providing high level clerical or administrative support, which included preparing, processing, and filing of legal documents and official records in an executive-level office, judicial agency or governmental boards and commissions, preferably in a County Clerk of the Board office.

Substitution: Additional qualifying experience may substitute for the required education for a maximum of two years.

License & Certificates: Possession of a valid California driver's license is required. A *CCB certificate (Certified Clerk of the Board)* or *CMC certificate (Certified Municipal Clerk)* is preferred.

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: May 17, 2019

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sjgov.org/departments/hr

If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be subject to a background investigation and reference check prior to selection interviews with the Board of Supervisors. Offer of employment will be conditional upon passing a drug screen, DOJ Live Scan.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.



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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit-one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

Experience

1. Describe your experience providing supervisory, or administrative management support for an executive level office or governmental boards and commissions. Include a description of the governmental boards and commissions you worked with, as well as your role and responsibilities.
2. Describe your experience responding to requests for information under the Public Records Act.
3. Describe your experience working with and maintaining confidentiality for a government entity and the type of information that could be considered confidential.
4. Describe your experience using document management systems and include in your answer which systems you have used.

Certification

5. Do you have a Certified Clerk of the Board (CCB) certificate or Certified Municipal Clerk (CMC) certificate?

Yes ____ No ____

If yes, please list the certificate and date of receipt _____

Are you in the process of receiving the CCB or CMC certificate?

Yes ____ No ____

If yes, please list the certificate and anticipated date of completion _____