

# San Joaquin County Employment Opportunity

## **Chief Deputy Clerk of the Board**

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### The Position

San Joaquin County is seeking an experienced, knowledgeable and public service oriented Chief Deputy Clerk of the Board to provide support and assistance to the Clerk of the Board's Office. This position is a crucial leadership role responsible for overseeing and supervising staff while providing specialized support to elected and appointed bodies, including the Board of Supervisors, Assessment Appeals Board, Countywide Oversight Board, and City Selection Committee. This position involves executing the full spectrum of Clerk of the Board functions with an emphasis on integrity, technical proficiency, independent judgment, and decision-making.

### The Ideal Candidate

The ideal candidate possesses the highest level of ethics and integrity, has an understanding and commitment to the County Board of Supervisors' role, and exercises sound judgment in making decisions and resolving problems. They have strong communication, presentation, and interpersonal skills and maintain effective working relationships with stakeholders at all levels including elected officials, County Administrator, County staff, outside agencies, and the general public. Well-qualified candidates will have experience working with public agency boards and commissions, preferably in a County, City, or Municipal Clerk Office assuming a lead or supervisory role performing the full range of Clerk of the Board functions with a high degree of confidentiality, technical expertise and appropriate decision-making.

### About the Department

The Clerk of the Board's Office efficiently and accurately administers democratic processes, ensuring transparency and equitable access to the people's business. The department is committed to providing impartial support to the County Board of Supervisors, County Departments, and the people. The vision of the Clerk of the Board's Office is to be recognized as a highly respected team who works collaboratively with its stakeholders, leveraging technology to carry out its mission. Valuing and fostering integrity through honest and open communication, the department is committed to excellence by creating a welcoming and supportive environment. The team is accountable for their results, supports personal and professional growth, and works collaboratively to achieve success.

Recruitment Announcement

0524-EB1221-EX

Equal Opportunity Employer

**SAN JOAQUIN**  
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Human Resources

44 N. San Joaquin Street  
Third Floor, Suite 330

Stockton, California 95202

Phone: (209) 468-3370

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### Typical Duties

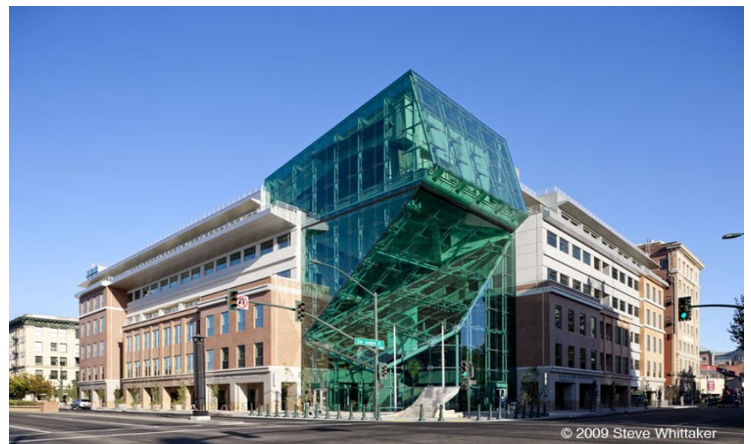
- Assists the Clerk of the Board in providing support to various County boards and commissions, coordinating meetings, preparing agendas, and transcribing minutes.
- Administer Assessment Appeal application process and Clerk Assessment Appeals Board meetings.
- Oversees and participates in the receipt and processing of applications, permits, petitions, public records act requests, and appeals to the County.
- Oversees and maintains boards and commissions rosters, advertises vacancies, and processes applications for appointment.
- Provides assistance and advice to departments, agencies, employee organizations, community groups and the public regarding items presented to the Board of Supervisors.
- Participates in the development of policies and procedures for the Clerk of the Board; prepares correspondence and various reports; and may participate in the department budget.

### Desirable Qualifications

- **Education:** Graduation from an accredited four-year college or university with major course work in public administration, business administration, or related.
- **Experience:** Three years experience in a County, City, or Municipal Clerk of the Board Office at a level equivalent to San Joaquin County's Deputy Clerk of the Board II.
- **Certification:** Possession of a CCB (Certified Clerk of the Board) certificate or CMC (Certified Municipal Clerk) certificate is preferred.
- **License:** Possession of a valid California driver's license.
- **Substitution:** Additional qualifying experience may substitute for the required education on a year-for-year basis.

### Ideal Characteristics

- Ability to communicate orally and in writing clearly, courteously and with tact.
- Maintain the highest level of integrity and accountability.
- Analyze difficult problems and make sound recommendations.
- Works well under pressure to meet various deadlines.



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### Compensation and Benefits

Approximate Annual Base Salary:

**\$81,796 - \$99,423**

\*includes 10% confidential unit supplement

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 4% base salary increase effective July 2024
- 3% base salary increase effective July 2025
- 1% employer contribution to the County's 457 Deferred Compensation Plan
- 12 days of sick leave annually (*unlimited accumulation*)
- 10 days of vacation leave (15 days after 3 years and 20 days after 10 years)
- Vacation cash out (up to 8 8-hour days annually)
- 14 paid holidays per year
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan

### Recruitment Incentives\*

- Reimbursement of qualifying moving expenses up to \$2,000.
- Retention Bonus of up to \$6,000 (\$2,000 upon completion of first year, \$1,000 upon completion of third year, \$3,000 upon completion of sixth year)
- Vacation accrual rate consistent with candidate's total years of public service.
- Sick leave credit up to 160 hours of unreimbursed sick leave from the prior public sector employer.

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

| Potential cashable compensation | Step 1          | Step 5           |
|---------------------------------|-----------------|------------------|
| Approximate Annual Salary       | \$74,360        | \$90,384         |
| 1% Deferred Compensation        | \$743           | \$903            |
| 10% Confidential Supplement     | \$7,436         | \$9,038          |
| Vacation Cash Out               | \$2,288         | \$2,781          |
| <b>Total</b>                    | <b>\$84,827</b> | <b>\$103,103</b> |

### Application and Selection

**FINAL FILING DATE: Friday, May 31, 2024**

To be considered for this challenging and rewarding career opportunity, please submit your online application no later than 11:59 p.m. on May 31, 2024. 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.

Employment will be conditional upon successfully passing a Department of Justice Live Scan fingerprinting, drug screen and background check.

For additional information on San Joaquin County please visit their [website](#). For additional information on the San Joaquin County Clerk of the Board's Office, please visit their [website](#).

Resumes will not be accepted in lieu of submitting an online application.

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### 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. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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 a 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.



### 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.



### Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events. Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables.

### Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. 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.

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