

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	CLERK OF THE BOARD OF SUPERVISORS SECRETARY PUBLIC FACILITIES CORPORATION	CLASS CODE: 0069
DEPARTMENT:	BOARD OF SUPERVISORS	FLSA STATUS: E
REPORTS TO:	BOARD OF SUPERVISORS	DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Department head level position appointed by the Board of Supervisors and serves as Executive Officer for the Board. Responsible for managing the Board of Supervisors operations, managing the Department of the Clerk of the Board, supervising staff and providing administrative support for the Public Facilities Corporation. State-mandated position with responsibilities established by government code. Reports directly to the Board of Supervisors.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Administers a complex and specialized arm of County government.

Carries out supervisory/managerial responsibility of staff in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; counseling with employees; and addressing complaints and resolving problems.

Analyzes information for policy-setting on behalf of Board of Supervisors.

Serves as liaison for the Board, providing and interpreting information to County departments, government agencies and the public.

Performs a wide variety of specialized projects and assignments to facilitate effective Board of Supervisors operations.

Prepares agendas, attends Board meetings, takes and transcribes minutes, tracks continued items, schedules items and provides information to the Board.

Prepares complex, routine and non-routine correspondence and reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Presents workshops and training; serves as facilitator of administrative presentations.

Composes and/or prepares a variety of documents, including resolutions, ordinances, legal notices, etc.

Adheres to legal mandates and legal notice deadlines.

Develops and monitors the budget for the department.

Oversees implementation, monitoring, trouble-shooting, and preservation of records management.

Provides administrative support as the Secretary Public Facilities Corporation, including: maintaining relationships with various officials/agencies in support of outstanding certificates of participation; preparing and submitting monthly claims/draws for payment; transmitting all required information required by officials/agencies; preparing related agenda material; and maintaining communication with all parties.

Evaluates and implements operational systems both within department and County-wide operations.

Organizes, directs and coordinates the collection of information pertinent to County programs and/or departments.

Serves as a member of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Follows up on various inquiries at the request of officials and reports findings.

Attends and/or conducts various project meetings and workshops.

Represents the Board and interacts with a variety of high level individuals internally, within the community, and state-wide to provide information, disseminate departmental information and assist in resolving administrative issues.

Works with staff to ensure the clients are well served.

Ensures quality standards and compliance with regulations are maintained.

Maintains professional relations with State legislative bodies and high-level government officials.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment Recording Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in business administration, public administration or related field; and,

Four to five years of progressively responsible administrative/management/professional related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

Human resources laws and regulations.

County government and the role of the Board of Supervisors.

General budgetary accounting.

Records management.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Trends in automating information services/exploration of technological solutions.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Administering a complex and specialized operation related to the execution of policy implementation of local legislative body.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to take and transcribe meeting minutes.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.