

**CHIEF OF STAFF /CLERK OF THE BOARD, BOARD OF SUPERVISORS OFFICE**

**DEFINITION**

This is a Senior Executive position, responsible to the Board of Supervisors (“Board”) for overall management of the Board’s office. They serve as a liaison with County departments, other governmental agencies, community organizations and citizens providing information and services; conducts research on various subjects and topics; and monitors complex, comprehensive assignments and long-term projects pertaining to the business of the Board. This position is also responsible for overseeing and delegating all Clerk of the Board duties mandated by State and local law, including preparing agendas, recording and documenting actions of the Board; and maintaining and providing minutes, records and other information on behalf of the Board.

**DISTINGUISHING CHARACTERISTICS**

This is an at-will position that serves at the pleasure of the Board. Incumbents manage all aspects of the Board’s office and receives a wide variety of assignments that require knowledge of community interests and governmental functions, entail considerable contact with community groups, officials, and individuals, and emphasize collecting and analyzing information on complaints, legislation, programs, budgets and other issues affecting County government business.

The Board of Supervisors Chief of Staff is distinguished from the Chief Deputy, Clerk of the Board, in the scope and complexity of projects and assigned work and in supervision exercised and received.

**EXAMPLES OF DUTIES**

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Board's office
- Develops, directs and implements the goals, objectives, policies, procedures and work standards for the Board's office
- Directs the preparation and administration of the office budget
- Selects staff and provides for their training and professional development; interprets policy and procedures to staff
- Collects, assembles, analyzes, evaluates and presents data and action proposals relating to a wide variety of community interests and governmental problems
- Provides counsel to the Board based upon research, knowledge of State, County and district issues and understanding of the competing constituencies within the County
- Acts as liaison between Supervisors and constituents and federal, State, County and other local agencies and organizations to resolve problems and respond to inquiries

- Responds to individual requests for information on governmental functions and community activities and programs
- Answers inquiries from County departments, community agencies and the public
- Accompanies, or officially represents, Supervisors when working with departments and other agencies
- Coordinates appointment of commission and committee members
- Evaluates in-coming invitations and requests for meetings; recommends scheduling priorities, resolves scheduling conflicts; manages staff member responsible for maintaining Supervisors' calendars
- Performs or oversees, through delegation, all Clerk of the Board duties including but not limited to: 1) plans, organizes, assigns, directs, reviews and evaluates the activities of the Board's office; 2) attends Board meetings, reads agenda items, tapes proceedings, and oversees preparation of minutes; 3) works with Supervisors, County management staff, the public and others to plan and prepare Board agendas, and oversees preparation and distribution of the agenda. 4) receives and reviews agenda items to ensure that all submittals are complete; and 5) establishes, maintains and indexes extensive information and document files for the Board

## QUALIFICATIONS

### Skills and Abilities:

- Professionally establish and maintain effective working relationships with diverse groups and individuals
- Understand, interpret, explain and apply laws, rules, policies and procedures
- Communicate effectively, both orally and in writing, to prepare, explain and/or provide presentations of comprehensive administrative, technical and statistical reports, findings, recommendations, and policies to the Board and to the public
- Exercise objectivity, and independent, sound judgment and initiative while performing with minimal supervision
- Serve as Supervisors' liaison to the public and other agencies at meetings, events or functions
- Interpret programs and problems to policy makers and the public
- Provide staff supervision and training
- Manage multiple complex and changing priorities. Effectively prioritize and schedule work under pressure and under time constraints
- Collect, assemble, interpret, analyze and present information and proposed actions in succinct and accurate written and oral form
- Maintain complex records and files
- Deal with confidential and sensitive material and maintain confidentiality
- Input, access and analyze data using computer or word processing equipment

### Knowledge of:

- The functions, organization, and activities of local, State and federal government and of related community programs
- Public information channels and methods
- Federal and State funds and sources available for local purposes, methods of securing grants and cooperative efforts that can be entered into on the local level
- Principles and practices of public administration and office management
- Principles, practices, and techniques to collect, interpret, analyze and evaluate complex narrative and statistical data pertaining to policy development and report writing
- Computer applications to conduct online research and to prepare reports and presentation material, such as word processing, spreadsheet design and analysis, presentation software
- Community problems and programs, such as those designed to improve housing, land use, health services, employment opportunities and education
- Public financing and budgeting
- Administrative survey (canvassing) and evaluative principles and techniques
- Principles of supervision and training
- Federal, State and local laws and regulations affecting the activities of the Board's office, including open meeting laws and parliamentary procedures
- Contemporary trends and practices of Clerk of the Board operations
- California laws and procedures related to filing, publishing and processing of various County and Board matters
- Knowledge of progressive practices in electronic document storage and retrieval

### **EDUCATION AND EXPERIENCE REQUIRED**

Graduation from an accredited four-year college or university with relevant coursework; AND four years of experience in either the public sector, regulatory sector, not-for-profit arena, or a related industry, in policy setting, governance, or administration management; AND two years of supervisory experience. Possession of a Master's degree in a relevant subject or a Certified Clerk of the Board certificate may be substituted for one year of the required four-year work experience or one year of the required two-year supervisory experience requirements.

### **LICENSES AND CERTIFICATES**

Possession of a valid driver's license within 30 days of hire.

Enrollment in the Nevada County Community Leadership Institute with completion within one year of date of hire.

Enrollment in the California State Association of Counties (CSAC) Senior Executive Credential Program with completion within 2 years of hire date.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Ability to work non-standard hours when needed.

Mobility and manual dexterity to work in a standard office environment and use standard office equipment; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone; smell to detect hazardous odors; ability to lift and carry items weighing up to 20 pounds such as files, books, or boxes of paper for distances up to 50 feet.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

## **OTHER REQUIREMENTS**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.