

SAN JOAQUIN COUNTY CLERK OF THE BOARD

Chief Deputy Clerk of the Board

THE POSITION

San Joaquin County Clerk of the Board's Office is seeking a highly motivated, public service-oriented and responsible Chief Deputy Clerk of the Board to provide support and assistance to the Clerk of the Board's Office.

Well-qualified candidates will have experience working with governmental boards and commissions, preferably in a County, City, or Municipal Clerk of the Board Office assuming a lead or supervisory role in performing the full range of Clerk of the Board functions as well as providing oversight and supervision 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, staff, elected officials, external customers, and the general public.

THE DEPARTMENT

The Clerk of the Board provides administrative and clerical services to the Board of Supervisors, the Assessment Appeals Board, the City Selection Committee, and other boards and commissions. The Clerk of the Board 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
1011-EB1221-EX

SAN JOAQUIN COUNTY

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. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

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

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop 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 opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, 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 homes and apartments are plentiful and the median home price in Stockton is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with 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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THE POSITION

Under the direction of the Clerk of the Board, the Chief Deputy Clerk of the Board is a single position classification that performs lead or supervisory role in the Clerk of the Board's Office and acts in the absence of the Clerk of the Board. The position is responsible for performing the full range of the Clerk of the Board functions and working on specialized assignments, projects, and programs determined by the Clerk of the Board.

This position is exempt from the San Joaquin County Civil Service System and is an at-will position.

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;

- ◆ Preparing of Board Agendas and Minutes;
- ◆ Recording of all claims against the County;
- ◆ Serving as custodian of San Joaquin County Ordinance Code;
- ◆ Providing support to County departments and the public.

Visit: www.sigov.org to learn more.

TYPICAL DUTIES

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

- ◆ Assists the Clerk of the Board in providing support to the Board of Supervisors; attends Board of Supervisors meetings and other Boards and Commissions meetings; assists with proper noticing of meetings; prepares and distributes agendas; takes and transcribes minutes of proceedings for permanent record; calls roll; reads correspondence into the record, marks exhibits, and administers the oath to witnesses when necessary.
- ◆ Oversees and maintains rosters of boards and commissions, notifies Clerk of the Board prior to expiration of appointments; advertises vacancies and accepts and processes applications for appointments.
- ◆ Assists in the planning, coordinating, and supervising of staff and functions in the department; acts in the absence of the Clerk of the Board; assigns work and evaluates staff as required.
- ◆ 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.
- ◆ Participates in the development of policies and procedures and forms for the Clerk of the Board; prepares correspondence and various reports; may participate in the development of the department budget.



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COMPENSATION PACKAGE

***Annual Salary: \$52,349-\$63,675**

*includes 10% additional supplement and recent 2.5% COLA increase

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

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ Vacation cash-out up to 8 days annually (valued from \$1,429 to \$1,738)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10% confidential status supplement (included in the annual salary listed above)
- ◆ 10 days of vacation leave a year (15 days after 3 years; and 20 days after 10 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 125 Flex Benefits Plan

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.*

Note: 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.

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: Either one year of responsible supervisory, administrative, or office management experience working with governmental boards and commissions, preferably in a County Clerk of the Board Office; or three years of responsible, high level clerical experience in County, City, Municipal, or Special District Clerk of the Board Office.

Substitution: Additional qualifying experience may substitute for the required education on a year-for-year basis.

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

APPLICATION AND SELECTION

Position open until filled. Completed application package must include supplemental application and is to be submitted to the Human Resources Division.
Final Filing Date: February 10, 2012

Please submit your application, supplemental application and resume to:

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

OR

online at www.sjgov.org/hr

All applications will be reviewed by a screening panel. The screening panel will select those most qualified to participate in a final selection process with the Clerk of the Board's Office.



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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, administrative or office management support to governmental boards and commissions. Describe the governmental boards and commissions you worked with, as well as your role and responsibilities.
2. Describe your experience performing high level of administrative support duties in a County, City, or Municipal Clerk of the Board Office. Include your role and responsibilities.
3. Describe your experience responding to requests for information under the Public Records Act.
4. Describe your experience in working with and maintaining confidentiality for a government entity and the type of information that could be considered confidential.
5. Describe your experience using document management systems (e.g. QUESTYS).

Certification

6. 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 _____