



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**DEPUTY ASSISTANT TO THE COUNTY ADMINISTRATOR/
DEPUTY ASSISTANT CLERK OF THE BOARD OF SUPERVISORS**

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: County Administration
LOCATION: Countywide
SALARY: Range 68 \$4357 \$4576 \$4803 \$5037 \$5294**
(Above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under direct supervision of the Assistant to the County Administrator/Assistant Clerk of the Board and general supervision of the County Administrative Officer/Clerk of the Board, organizes, coordinates, and conducts day-to-day activities of the County Board of Supervisors and the County Administrative Officer; prepares agendas, records and documents actions taken by the Board of Supervisors; accepts and distributes legal service to the County; provides appropriate and responsible administrative support to the Board and its members and the County Administrative Officer/Clerk of the Board; and functions as a positive and cooperative team member within the County Administrative Office.

DISTINGUISHING CHARACTERISTICS: This is a single position and specialized classification responsible for providing a high level of administrative assistance, legal recordkeeping and documentation, research and analyses of sensitive issues associated with the day-to-day functions of the County Board of Supervisors and County Administrative Office; acting as a liaison between the Board of Supervisors, its members, County departments, and citizens; and providing clerical support to the Assistant to the County Administrator/Assistant Clerk of the Board. Although under what, at times, may appear to be close, general supervision, the position is also expected to most often work independently and effectively, and routinely exercise sound judgment, critical thinking, and defensible decision-making with discretion and confidentiality. Employees in this job class are expected to possess specialized knowledge of the Board of Supervisors' roles and responsibilities, including administrative, operational, and legally mandated processes and systems. In addition to discretion, attention to detail, and confidentiality being essential characteristics of the job, the incumbent in this job class is expected to be politically aware without being political; practicing discernment amidst divergent viewpoints and interests, and impartiality in favor of the Board as a whole.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

- Performs a wide variety of confidential secretarial and administrative support duties for the Assistant to the County Administrator/Assistant Clerk of the Board.
- Prepares the Board of Supervisors Division budget; assists in budget implementation; participates in the forecast of funds needed for staff, equipment, materials and supplies; administers approved budget. Assists the County Administrator and County Administrative Office in the preparation of the annual County Budget, when requested.
- Conducts research and prepares correspondence, reports, and studies related to assigned administrative functions as necessary and upon request.

- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary.
- Screens calls, visitors, and mail to the Board of Supervisors; responds to requests for information; identifies which matters require personal attention by the Assistant to the County Administrator/Assistant Clerk of the Board, or County Administrator; interprets and explains County policies, rules, and regulations in response to inquiries; refers inquiries to appropriate resources as necessary.
- Coordinates and makes travel arrangements for the Board of Supervisors and others; maintains appointment schedules and calendars; tracks due dates and follows up as necessary; arranges meetings and conferences.
- As needed, attends meetings of the County Board of Supervisors; prepares minutes of complex, and sometimes sensitive Board agenda items; coordinates agenda items with County departments and the County Administrative Office and schedules agenda items.
- Executes or communicates details of Board actions; composes, publishes, records, circulates, and maintains official records of the Board of Supervisors' meetings and actions taken.
- Under general supervision, and a high degree of expected autonomy, coordinates, organizes, and performs the day-to-day operations of the Board of Supervisors within the County Administrative Office, including a variety of routine to complex clerical, secretarial and budgetary functions; and, with direction from the Assistant to the County Administrator/Assistant Clerk of the Board, develops and implements operational procedures and systems to effectively implement the goals, policies, and priorities adopted by the Board of Supervisors.
- Accepts and distributes legal notices served upon the County.
- Provides temporary back-up staff support to other positions within the County Administrative Office, when requested.
- Works with the Assistant to the County Administrator/Assistant Clerk of the Board, or County Administrator to plan and prepare Board agendas; receives and reviews agenda items to ensure that all submittals are complete, and adhere to County Policy and legal requirements; provides input and follow-up regarding agenda submittals to ensure accuracy, clarity, and conciseness.
- Prepares and distributes ordinances, resolutions and documents resulting from Board actions, including literal transcripts of meetings.
- Assists in keeping the County Administrative Officer informed of issues important to or with the potential to politically affect the County, the Board of Supervisors, and members of the Board of Supervisors.
- Receives and announces bids on behalf of the County and may assist County departments in preparing and distributing Requests for Proposals according to County standards and legal guidelines; scheduling bid submittals and openings, notifying bidders of awards, and preparing and coordinates completion of contract documents.
- Maintains and tracks all executed County contracts.
- Establishes, maintains and indexes extensive information and document files for the Board of Supervisors.
- Assists the Board of Supervisors and its members with the legal requirements and compliance issues affecting the assigned and mandated functions and activities of the Board of Supervisors and its members.
- Assists the Assistant to the County Administrator/Assistant Clerk of the Board in providing legislative aide and analyst support for the Board of Supervisors and County Administrative Officer on local, state and federal issues; maintains and updates the Board's Legislative Platform; researches a variety of issues, gathers requested data, recommends appropriate responses/action to be taken; and provides back-up materials for Board of Supervisor members upon request.
- Acts as a liaison between the Board of Supervisors and its members, the public, and County departments.
- Coordinates and makes travel arrangements; maintains appointment schedules and calendars; arranges meetings as necessary and upon request; and, assists individual Board members with reimbursement requests if requested.
- Initiates and maintains positive working relationships with County Supervisors, County management, staff, and the general public using principles of positive customer service.

- As assigned by the Assistant to the County Administrator/Assistant Clerk of the Board, provides clerical support to the boards, commissions and councils under the purview of the Board of Supervisors or in which the members of the Board participate.
- Coordinates and facilitates Board appointments to vacancies on commissions, committees, special districts, and similar entities under the Board's purview.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Experience/Training:

High school or equivalent with at least five (5) years of progressively responsible secretarial/administrative support experience, including sufficient experience as secretary to a public board or commission or knowledge thereof. An associate's degree from an accredited college with major course work in business or public administration, general management, government or a closely related field may be substituted for the five-year experience requirement. Experience working in a governmental agency is preferred.

Knowledge of:

- Principles and practices of records management especially as related to public information and legal documents.
- Responsibilities, functions and operating procedures of the County Board of Supervisors.
- Essential knowledge of California Public Records Act and Brown Act.
- Organizational structure of county government and the services and functions provided by each department.
- Preparation of agendas, minutes and indexing systems; and the format and legal requirements used in preparation of resolutions and ordinances.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Standard and accepted office methods, procedures, and computer equipment.
- Basic principles and practices of bookkeeping.
- Standard and accepted business letter writing and report writing.
- Basic principles and practices of County-wide operations and County administration and organization.
- Laws, rules and regulations pertaining to local government operations in California; emergency response systems and protocols.
- Relevant computerized systems and software, including word processing, spreadsheet, presentation, and database applications.

Skill to:

- Communicate clearly, concisely, and effectively in writing and verbally.
- Employ critical thinking and sound independent decision-making.
- Demonstrate situational awareness and exercise tact, sensitivity, confidentiality, and discretion.
- Understand, interpret, recommend and apply County Board of Supervisors and County Administrative Office policies, procedures, rules and regulations.
- Excel in managing multiple and competing priorities on schedule.
- Interpret and evaluate staff reports.
- Know pertinent laws, regulations and codes.
- Problem-solve issues related to assigned functions.
- Remember various rules and interpret and adhere to policy.
- Administer policies, guidelines, and procedures in an effective manner.

- Gain cooperation through discussion and persuasion.
- Operate and utilize a variety of office equipment including computer hardware and software as assigned.
- Plan, organize and schedule priorities for self and others in an effective and timely manner.
- Work evenings or weekends when Board of Supervisors or other assigned boards/commissions conduct meetings at times other than those regularly scheduled, or as required by special assignments.
- Understand political consequences of actions or in-actions.
- Take notes and/or dictation at a speed and level of accuracy necessary to successfully perform required duties and transcribe it accurately.
- Word process/type accurately at a speed necessary to successfully perform required duties.
- Operate audio/visual systems in the Board of Supervisors' Chambers.
- Discern and distill significant and essential details from complex presentations and discussions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain keen attention to detail.
- Practice critical thinking on a continuous basis.
- Simultaneously manage multiple assignments in a highly organized manner in an environment that is always fluid and sometimes chaotic.
- Prepare and administer assigned budgets.
- Prepare clear, concise, and competent reports, correspondence and other written materials.
- Research and organize pertinent materials for Board and County issues.
- Establish and maintain complex and legal recordkeeping and indexing systems.
- Compose general correspondence, letters and reports.
- Compile and maintain complex and extensive records and prepare routine reports.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Coordinate special meetings and events.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Function as a positive presence and team member in the County Administrative Office.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines; occasionally run errands; lift light weight. Good memory and recall is necessary for accurate and timely transfer of data/information.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with departmental and County staff, management, general public, individuals, and other outside organizations. Some travel may be required.

SPECIAL REQUIREMENTS: Must successfully complete pre-employment background investigation; must be available to work any night or weekend hours as may be required by Board of Supervisors duties. Must possess a valid operator's license issued by the State Department of Motor Vehicles.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526 (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

This position will be assigned to the County Administrator's Office in Independence, California. However, the County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone) and the positions may be assigned, temporarily or permanently, to another work site based upon the needs of the County and as deemed necessary by the County Administrator. **All positions are considered countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.