



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

**DEFINITION:** To manage the day-to-day functioning of the County Administrator's Office and County Board of Supervisors within the County Administrator department with confidentiality and discretion, while also organizing, coordinating, and conducting the more complex day-to-day activities of the County Board of Supervisors and County Administrator's Office's, including: performing the fiscal operations for the Board of Supervisors and County Administrator's Office; preparing and administering contracts, grants and Requests for Proposals; establishing and maintaining document management protocols; serving as the primary point of contact for initial in-person, telephonic, electronic and written communications for the County Administrator's Office; coordinating meetings and travel for the County Administrative Officer and Board of Supervisors; conducting research and analysis and/or other specialized projects/programs for the County Administrator and Board of Supervisors; assisting in preparation of County Budget preparation, analysis, and review in addition to preparing and monitoring office budgets; potentially participating in the formulation and implementation of administrative policies and procedures; serving as a liaison between the County Administrator's Office/Board of Supervisors and outside organizations/agencies, community organizations, other County departments/divisions, and the public; supporting a variety of duties and responsibilities assigned to the Office of the County Administrator; assisting and, at times, working closely with, the County Administrator and department staff on a variety of assignments and special projects; in addition to: preparing agendas, recording and documenting actions taken by the Board of Supervisors; accepting and distributing legal service to the County; providing appropriate and responsible administrative support to the Board of Supervisors and its members and the County Administrative Officer/Clerk of the Board; and generally functioning 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 oversight, 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 both departments, Board members, the County Administrative Officer, County departments, and citizens; and providing direct supervision of the Deputy Assistant to the County Administrator/Assistant Clerk of the

Board of Supervisors. 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, and be fully versed in all policies and procedures of the County as a whole. 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 complex, responsible, and confidential secretarial, administrative and managerial support duties for the County Administrator.
- Prepares, reviews, and monitors budget(s); coordinates data collection; assists in the preparation of final budget presentation with justifications; coordinates and participates in the ongoing budget monitoring process informing the County Administrator of budget status and adjusts as necessary and as assigned. Coordinates assigned fiscal activities for the office and with other County departments/divisions as necessary and as appropriate.
- Performs designated administrative services, which may include contract/grant preparation and monitoring, personnel services support, and/or office management; maintains data, records, and documentation in manual and electronic information systems; conducts a variety of administrative, productivity, and efficiency studies related to policies and procedures; budget processes; performance audits, management reviews, and administrative analyses of operational systems and procedures.
- Assists in the development of administrative policies and procedures related to area(s) of responsibility; participates in the development and maintenance of operating procedures/manuals; conducts research and analyses on a variety of issues and topics requested by departments, the County Administrator, or the Board of Supervisors; researches issues, documents findings, and justifies recommendations.
- Monitors, researches, reviews, and analyzes existing and new legislation and examines its effect on the County's operations; makes recommendations and provides alternatives consistent with legislative guidelines and requirements.
- Assists and maintains department fiscal operations; tracks and monitors expenditures; approves payments; verifies payroll data; and, produces financial reports.
- Participates in the preparation of, and administers and monitors contracts, grants and franchise agreements; verifies payments and ensures appropriate approvals are documented; monitors fiscal obligations of assigned contracts and escalates issues to appropriate resources; prepares a wide variety of correspondence, reports, legal documents, agreements, financial spreadsheets, charts, graphs, public relations/media distributions, and presentations; responds to questionnaires and surveys; establishes and

maintains documentation and records as appropriate. Independently responds to letters and general correspondence of a routine nature and prepares more sensitive correspondence from notes and general direction, as appropriate; proofreads all materials and written documents originating from the County Administrative Office for grammatical and technical accuracy.

- Assists in organizational reviews within the County; provides support and advice regarding strategic planning, identification of staffing needs and growth estimates to ensure consistency with County goals and priorities; identifies alternative solutions, prepares recommendations, and assists in implementing recommended and/or mandated changes.
- Plans, prioritizes, assigns, supervises, and reviews the work of clerical and/or technical staff if assigned; provides and/or coordinates staff training; provides recommendations on hiring and other personnel actions as necessary and upon request.
- Designs and recommends systems, procedures, forms, and instructions for internal departmental/divisional use; reviews and analyzes possible software packages for application to a variety of fiscal and administrative processes.
- 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.
- Acts as department liaison with other County Departments on all aspects of County Administration, including the budget and policy matters.
- Performs a variety of administrative tasks to support the County Administrator's Office operations and/or programs; verifies and prepares requisitions, payment authorizations, and prepares necessary payment requests; manages documents; answers phones, and addresses electronic and written communications; coordinating staff calendars and time-off requests.
- Screens calls, visitors, and mail; responds to requests for information; identifies which matters require personal attention by the 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, County Administrator and others; maintains appointment schedules and calendars; tracks due dates and follows up as necessary; arranges meetings and conferences.
- Represents the County Administrator's Office to the public as well as other County employees and managers and outside agency representatives, and at designated meetings, workshops and/or task forces as necessary, in a positive and productive manner; serves as a positive and effective team member.
- 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 County Administrator, develops and implements operational procedures and systems to effectively implement the goals, policies, and priorities adopted by the Board of Supervisors.
- 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.
- 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 County Administrative Officer 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.
- Keeps 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.
- May assist the County Administrator/Personnel Director in coordinating and administering the appointed department head evaluation process, and department head salary survey, for 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.
- Provides 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.
- Prepares proclamations for the Board of Supervisors, its members, and the County Administrative Officer.
- Acts as a liaison between the Board of Supervisors and the County Administrative Officer with County departments on the interpretation of and adherence to Board policies and

procedures; acts as primary resource to the County departments, management, staff, and the general public regarding Board actions, agenda schedules and presentations, and Office operations and processes.

- 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 County Administrative Officer, 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.
- Working with the County Administrative Officer, and facilitating inter-department communication, coordinates the Board of Supervisors mandated responses to Grand Jury reports.
- Performs related duties as assigned.
- Supervises the Deputy Assistant to the County Administrator/Deputy Assistant Clerk of the Board and delegates and assigns tasks and assignments as necessary.

## **EMPLOYMENT STANDARDS**

### **Experience/Training:**

High school or equivalent with at least seven (7) years of increasingly responsible local government experience, including administrative/secretarial and fiscal duties within a government agency as well as sufficient experience as secretary to a public board or commission. Up to three years of applicable private sector experience may be counted toward the seven-year standard, on a year-for-year basis. A bachelor's degree or master's degree from an accredited college in a field of study applicable to government services may also be substituted for two or three years of the seven-year experience requirement, respectively. In no case shall substitute of private sector experience and/or education eliminate the need for at least two years of government experience.

### **Knowledge of:**

- Standard and accepted principles and methods of public and business administration with special reference to organization, fiscal budget, staffing, and recordkeeping
- 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.
- Standard and accepted county governmental policies and procedures, including budget process and reporting tools.

- 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.
- Standard and accepted uses and applications of statistics, including calculation of mean and median
- Standard and accepted research techniques, including the use of surveys and questionnaires; basic principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis
- 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; basic principles and practices of public finance, budgeting, and fiscal control, as well as supervision, training, and performance management; standard and accepted office practices, procedures, and equipment.

**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.
- Organize and coordinate multiple administrative services programs within a County department.

- Excel in managing multiple and competing priorities on schedule.
- On a continuous basis, read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports, and budgets.
- Determine effective methods of research, compiling and presenting data, and doing so in form most likely to enhance understanding.
- Interpret and evaluate staff reports.
- Know pertinent laws, regulations and codes.
- Observe performance and evaluate staff.
- Problem-solve issues related to assigned functions.
- Remember various rules and interpret and adhere to policy. A
- Administer policies, guidelines, and procedures in an effective manner.
- Perform complex mathematical and statistical calculations accurately.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 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.
- Compile and maintain complex and extensive records and prepare routine as well as extraordinary reports.
- 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, press releases, resolutions, proclamations, 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.

**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.