

**CLERK OF THE BOARD**

**SALARY RANGE**

**\$41.162 - \$50.032 Hourly  
\$7,134.72 - \$8,672.30 Monthly  
\$85,616.63 - \$104,067.55 Annually**

**DEFINITION**

Under general direction, plans and participates in the daily operations and activities of SBCAG's administrative office support and Board services functions, including serving as Clerk of the Board; performs a variety of complex office administrative, secretarial, and clerical duties in support of the Executive Director and other management personnel; provides information regarding agency policies, procedures and functions; and performs other duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical training, assistance and functional supervision to lower-level staff.

**CLASS CHARACTERISTICS**

This is a single-position classification that is responsible for providing support for the daily operations of SBCAG's administrative office support and Board services functions. This classification performs a variety of administrative duties, including overseeing the development of Board and Committee agenda packets, administration of filings, and records management. The work requires recommending and implementing office policies, procedures, and regulations and involves performing various research and administrative support functions.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides highly responsible and complex administrative support to the Board of Directors, Executive Director and management team.
- Develops and implements goals, objectives, policies, and priorities for assigned functions; recommends and administers policies and procedures.
- Monitors operations and activities of assigned functions; recommends improvements and modifications and prepares various reports.
- Attends all regular and standing Board meetings; records all official proceedings; prepares public notifications for Board and Committee meetings, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Board of Directors.
- Arranges live television broadcasts and webcasts of board meetings, posts agendas and maintains video archive of board meetings on website.
- Administers the public hearing process for Board meetings; coordinates development of

public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.

- Responds to requests for public records.
- Maintains SBCAG calendars of regularly scheduled meetings and events.
- Makes travel arrangements for staff and the Executive Director.
- Oversees the records management program and records retention and destruction; sets and ensures legal compliance with retention schedules; develops and updates records retention policies and procedures; researches SBCAG documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of SBCAG is upheld.
- Participates in the orientation of newly appointed city/county representatives to the Board as it relates to Board operations and requirements.
- Serves as the filing officer for economic interest, campaign disclosure statements, statement of facts, and legal claims against the Board.
- Advises the Board and management team as to Board history and past practices including research of Board minutes and resolutions.
- Researches, analyzes, and compiles data for a variety of special projects and assignments.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
- Monitors changes in laws, regulations, and technology that may affect SBCAG operations; implements policy and procedural changes as required.
- Performs other special projects or duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of assigned area.
- Principles, practices, and procedures related to public agency record keeping and the Clerk function.
- Principles, practices, and procedures related to office management and general services.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Board and appointed committees and boards.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SBCAG staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Oversee and coordinate maintenance of the official records of SBCAG.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, discretion, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of an Associate's degree from an accredited community college with major coursework in public or business administration, records management or a closely related field and at least four (4) years of progressively responsible experience in administrative services, records management, and/or related areas.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SBCAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The

employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining SBCAG policies and requesting and providing information.