

SBCAG

**FLSA: EXEMPT
July 2025**

CLERK OF THE BOARD

SALARY RANGE

\$42.561 – 51.734 Hourly

\$7,377.30 - 8,967.15 Monthly

\$88,527.60 – 107,605.85 Annually

DEFINITION

Under general supervision, performs a range of specialized analytical and administrative duties to support Santa Barbara County Association of Governments (SBCAG). Responsibilities include clerking Board/Committee meetings, preparing agendas, minutes, and legal publications, managing records and contact databases. The role also entails awareness of regulations to ensure compliance, recordkeeping, processing of legal forms, drafting press releases, public statements, social media content, and informational materials; assisting with events; and maintaining communication with government offices and stakeholders. Strong customer service skills are required to assist the public and staff while maintaining professionalism.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Director of Government Affairs and Public Information and Executive Director. Exercises no direct supervision over staff. May provide technical training and assistance.

CLASS CHARACTERISTICS

This single-position classification is responsible for supporting the daily operations of the SBCAG Board of Directors and associated committees. This classification performs a variety of high-level 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)

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Meeting Preparation and Coordination

- Prepares, publishes, and posts the agenda and notices for the respective Board/Committees, including editing staff reports for grammar and formatting while adhering to the appropriate governing rules, regulations, legal requirements, timing deadlines, and restrictions.
- Attends and/or clerks meetings of the Board/Committees following parliamentary procedures and The Ralph M. Brown Act; records actions of the Board/Committee; prepares summary action minutes.

Recordkeeping and Documentation

- Summarizes official actions, determines processing requirements, and ensures proper processing of all official records directed by the Board/Committee.
- Records resolutions, ordinances, agreements, actions, and other official documents.
- Responds to requests for public records and ensures compliance with the appropriate governing rules of the California Public Records Act, The Freedom of Information Act, regulations, legal requirements, timing deadlines, and restrictions.

Public Communications

- Arranges live television broadcasts and webcasts of board meetings, posts agendas, and maintains a video archive of board meetings on the website.
- Assists in preparing and disseminating press releases, media advisories, social media content, events, annual reports, and other public information materials to inform stakeholders about agency initiatives and programs.
- Assists with the coordination and execution of public outreach campaigns and strategies to promote agency projects, policies, and objectives.
- Represents SBCAG at community and public relations events, as needed.

Administrative Duties:

- Develops and implements goals, objectives, policies, and priorities for assigned functions; recommends and administers policies and procedures.
- Reviews and evaluates agency operations and recommends changes in procedures or policies to improve efficiency and/or service.
- Monitors changes in laws, regulations, and technology that may affect SBCAG public meeting operations and implements policy and procedural changes as required.
- Interprets and applies SBCAG organizational procedures; resolves policy or procedural questions and facilitates workflow.
- Maintains an online calendar of regularly scheduled SBCAG meetings and events.
- Processes all Statement of Economic Interests (Form 700), Board member payroll, and statement of facts on behalf of SBCAG as the filing officer.
- Conducts research, analyzes information, compiles data, and answers inquiries from the public, media, and others pertaining to actions of the respective Board/Committee meetings, special projects, and assignments.
- Makes travel arrangements and claims for the Board of Directors, Executive Director, and other agency staff, as appropriate.
- Maintains a database of internal and external contacts, including State/Federal representatives, Directors, staff, peers, and the public.
- May oversee and ensure timely and accurate department-related updates to the agency's website, maintaining consistency with agency branding and communication standards.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
- Performs other special projects or duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Considerable knowledge of:

- Microsoft Office 365 software applications;
- Proficient use of computers, enterprise software, and communication tools, including email, word processing, spreadsheets, and job-specific systems such as transit

operations, scheduling, GIS, CAD/AVL, procurement, and digital timekeeping. Must adhere to agency technology policies, including data security and confidentiality requirements.

- Meetings, processes, and procedures for the SBCAG Board of Directors and other related committees;
- Government codes, ordinances, and the regulations governing the transcription, maintenance, and disposition of official records;
- Office procedures, methods, and practices;
- Parliamentary procedures.

Working knowledge of:

- The principles, practices, and techniques of public administration;
- The functions and responsibilities of the Board of Directors;
- Various governmental codes such as Board Policies, The Ralph M. Brown Act, the Public Records Act, and FPPC Regulations;
- Automated agenda and/or meeting management and/or document management processing systems.

Skill to:

- Establish and maintain cooperative, effective working relationships.
- Read, comprehend, and edit a variety of technical reports, correspondence, and documents.
- Accurately record the proceedings of public meetings and hearings.
- Record, store, organize, and retrieve data and information in a computerized record system.
- Communicate clearly both orally and in writing with a variety of individuals representing diverse cultures and backgrounds.
- Exercise appropriate judgment in responding to questions and releasing information; analyze and determine the consequences of actions.
- Provide high-level, excellent customer service.

Ability to:

- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures as it pertains to appropriate job functions.
- Train members of the Board/Committees and staff on meeting and agenda procedures.
- Maintain accurate records and recordkeeping systems.
- Perform a variety of work under pressure due to competing demands that may have various time constraints/deadlines.
- Travel to locations outside and within Santa Barbara County.

Education/Training and:

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 completing an Associate's degree from an accredited community college with major coursework in public or business administration, records management or a closely related field.

Experience:

Minimum of four (4) years of progressively responsible experience in administrative services, records management, and/or related areas.

Licenses and Certifications:

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

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 are bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information. Employees must be able 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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.