

County of Humboldt Job Specification
SENIOR BOARD SERVICES SPECIALIST
Classification 1211
FLSA: Exempt



DEFINITION

Under direction, performs the most complex and/or difficult administrative functions of the office of the Board of Supervisors (Board); performs research and analysis of a variety of topics on behalf of the collective Board and individual Board members; leads and participates in the preparation of agendas, minutes, and recordkeeping for the Board and Board-appointed commissions and committees; prepares agenda items of a more complex nature, including the research and development of related documents and reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Board Services Manager/Clerk of the Board. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced, lead level classification in the Board Services Specialist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform the full range of routine to complex office support duties that require thorough knowledge of policies and procedures pertaining to matters before the Board, commissions and committees, Humboldt County, and Government Code. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Board Services Manager/Clerk of the Board in that the latter is manager-level classification with responsibilities for the supervision and evaluation of assigned staff and operational oversight of the Office of the Board of Supervisors. This class is distinguished from the Board Services Specialist II in that the latter is a journey-level classification that performs less complex clerking and professional administrative assistant activities and does not provide lead direction to lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides lead direction and training to staff performing administrative and clerking duties for the Board; organizes work and monitors workflow; sets priorities and follows up to ensure coordination and completion of assigned work; instructs staff in work procedures.

- Provides input into selection decisions and disciplinary matters; assists with processing payroll for the Office of the Board of Supervisors.
- Provides input into the annual operational budget for the Office; assists with monitoring budget line items throughout the fiscal year.
- Oversees and reviews the preparation, assembly, and distribution of Board, commission, and committee agendas and accompanying material.
- Oversees and coordinates the Assessment Appeals procedure and meetings on behalf of the Clerk of the Board's office, including application intake, legal notification, and hearing procedures.
- Attends meetings of the Board, records and publishes minutes, and provides administrative and technical assistance to staff and/or the public during those meetings.
- Provides information regarding the Board and the County to members of the public, County employees, and public and/or non-profit agencies; serves as the representative of the Office of the Board of Supervisors at community outreach events.
- Liaises with County department management on Board agenda items.
- Assists with the coordination of activities related to the various commissions, committees, and boards on which individual Board member; prepares committee agendas; attends meetings and records and publishes minutes.
- Oversees the Board of Supervisors planning calendar.
- Researches and compiles a variety of information; prepares synopses and reports for Board members.
- Serves as Board Services Manager/Clerk of the Board in their absence, assuming management responsibility for assigned services and activities of the Office of the Board of Supervisors.
- Researches Board actions and County historical items in response to inquiries from the public and others.
- Reviews and proofreads finished materials for completeness, accuracy, and format to ensure compliance with the California Ralph M. Brown Act and County policies.
- Briefs newly elected Board members on the Board of Supervisors office functions and procedures.
- Identifies and makes recommendations for improvements to business processes and customer service.
- Ensures that specialized agenda management software and other departmental software and hardware are operational, updated, and maintained; oversees and participates in the development and maintenance of departmental websites.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Functions and operating procedures of the mandated responsibilities of the Clerk of the Board.

- Functions and operating procedures of the Board of Supervisors.
- The organizational structure of county government, department relationships, programs, services, and other functions.
- Proper preparation of a variety of routine to complex legal documents.
- Applicable federal, state, and local laws and regulations affecting the activities of the Board, including open meeting laws and parliamentary procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Provide staff leadership and work direction.
- Train staff in work procedures.
- Research and organize pertinent back up materials for Board agenda items.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Prepare clear, concise, and complete meeting documentation and other reports and correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and 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 an associate degree with courses in business administration, public administration, political science, or a closely related field. A bachelor's degree is preferred.

and

Three (3) years of increasingly responsible experience providing administrative support to a publicly elected board, council, or commission which included transcribing official minutes of meetings and researching, analyzing, and reporting on a variety of topics.

Completion of a Certified Clerk of the Board (CCB), Certified Municipal Clerk (CMC), or Master Municipal Clerk (MMC) program may substitute for part or all of the education qualification.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).
- Must be willing to work non-traditional work hours including evenings if needed.