



Solano County Administrator's Office is seeking applications for Chief Deputy Clerk

Annual Salary Range
\$ 77,224—\$93,867

FINAL FILING DATE
Open Until Filled

Application review begins on
October 28, 2013
(subject to close anytime)



Solano County Administrator's Office

This position is in the County Administrator's Office. The office provides administrative oversight and support to County Departments, committees, commissions and special districts of the County. The County Administrator's Office recommends, interprets and facilitates Board policies; plans and monitors County structure, programs, services and budgets; monitors legislation; represents the Board in intergovernmental relations; administers the County's Family Violence Prevention and Equal Employment Opportunity Programs; and serves as the Clerk of the Board of Supervisors.

The Position

The Chief Deputy Clerk is responsible for recording and authenticating the official actions of the Board of Supervisors. This position is "at will", exempt from Civil Service, and serves at the pleasure of the County Administrator/Clerk of the Board.

Examples of duties may include:

- Coordinating the preparation of the Board Agenda; attend all Board of Supervisors' sessions and committee meetings; composing minutes of their proceedings, records and enters all decisions on questions placed before the Board; records and enters the vote of each member; authenticates each ordinance and resolution passed by the Board by signing and affixing the County Seal; and maintain the minutes, ordinance and resolution books.
- Prepares orders, resolutions, legal notices and correspondence based on actions of the Board for publication in accordance with statutory requirements.
- Provide administrative support to members of the Board of Supervisors.
- Oversees the Assessment Appeals process.
- Handles information of a controversial and confidential nature, which may have County-wide implications.
- Supervision over lower level administrative staff.

The Ideal Candidate

The ideal candidate for this position should have a positive outlook in facing the challenges of working in a fast paced environment and the ability to welcome change in a continuously evolving organization.

Additionally, this person should have the following:

- Experience in a California city or county as Clerk of the Board
- Experience using legislative management software systems for conducting business of the Clerk of the Board
- Experience/Knowledge preparing Board Agendas and taking minutes and record keeping.
- Experience as a Notary Public
- Knowledge of the functions and responsibilities of the Board of Supervisors and the Clerk of the Board
- Experienced in supporting public meetings subject to the Brown Act
- Thorough knowledge of Robert's Rules of Order
- Knowledge of technology and understands the primary role technology plays in the development and delivery of services.
- Thorough knowledge of Records Administration
- Is a creative problem solver that uses a team oriented approach to make improvements
- Has high energy, unquestioned integrity and a strong work ethic
- Is able to build and maintain effective relationships while modeling self-management
- Ability to remain calm in stressful situations

*The job description is available on the County's website:
<http://www.jobsatsolanocounty.com>*

Education and Experience:

High School Graduate or GED Equivalent and Four (4) years of progressively responsible secretarial and/or office management experience in a public or private agency which includes responsibility for performing complex clerical work for an executive officer of an organization or governing board similar to those duties listed above. **Two (2) years of experience must have been in a California City or County as Clerk of the Board, or progressive experience working in a similar type of office. Notary Public is highly desirable.**

Document Submittal Requirements:

May be required to submit a Basic Word Processing (i.e. MS Word) certificate indicating proficiency of 70% or greater And a typing certificate with a minimum corrected keyboarding speed of 50 WPM. If required to submit these certificates the following provisions apply: each certificate cannot be more than twelve (12) months old at the time of submission; must be from an accredited school or other agency; must include the testing agency's name, date tested, and examiner's signature.

The County of Solano

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento—the State Capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Thanks to a mild climate, plenty of open space, proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking.



Solano County Government



The County of Solano is a General Law County. The County encompasses over 900 square miles and has a population of over 418,000 residents, which are concentrated in the seven incorporated cities of: Benicia, Dixon, Rio Vista, Suisun, Vacaville, Vallejo and Fairfield.

A five-member County Board of Supervisors governs Solano County. The Board of Supervisors sets policy for County government subject to a variety of changing demands and expectations. The Board approves and sets priorities for a yearly balanced budget for all operations of County government, including public protection, general government, public assistance, education, recreation, and health and sanitation. The Board enacts ordinances and resolutions, adopts the Annual Budget, approves contracts, appropriates funds, determines land use zoning for the unincorporated area, and appoints certain County officers and members of various boards and commissions

Compensation Package

Annual salary: \$77,224-\$93,867

The County of Solano offers a competitive benefit package, including of note:

- Longevity Pay: Employees are eligible to receive an additional 2.5% longevity pay after the completion of continuous service at 10, 15, 20, 25, 30, and 35 years. Employees may receive credit for prior years of service employed with California cities, counties, joint power authorities, and other special districts.
- The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% @ 62 for new members.
- Vacation: 15 days per year
- Administrative Leave: 80 hours per year
- This position is covered by Social Security .

A complete summary of the benefits for this position is available on the County's website at :

<http://www.solanocounty.com/depts/hr/classifications.asp>

Application and Selection Process

Recruitment: 13-185070-01

FINAL FILING DATE : Open until filled, **application screening begins October 28, 2013**

Tentative date for oral board interviews: **November 8, 2013**

For a detailed Job Announcement and to apply for this career opportunity online go to: <http://www.jobsatsolanocounty.com>

You may also apply in person at: Solano County Human Resources, 675 Texas Street, Suite 1800, Fairfield, CA 94533.

Each Applicant must submit the following:

1. Online Application
2. Additionally, applicants are highly encouraged to submit a separate cover letter, no longer than two (2)pages, describing your knowledge and/or experience in the following areas:
 - Preparing documents such as minutes, complex correspondence, reports and Board Agendas.
 - Use of specific types of legislative management software for agenda preparation and publication.
 - Working with historical records accessing them for complex research projects
 - Supporting public meetings which are subject to the Brown Act.
 - Working as a Notary Public

Candidates will need to successfully pass a background check prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.