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## CLERK OF THE BOARD

### **DEFINITION**

Under general direction, plans, organizes, and oversees the activities, services, and operations of the Clerk of the Board function, including preparation of Board agendas, minutes, actions, ordinances, and resolutions, maintaining official Authority documents and records, and conducting Agency elections; provides highly responsible and complex administrative support to the General Manager and the Authority Board; coordinates assigned activities with those of other Authority departments; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager and Assistant General Manager. Exercises general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a single-position classification that is responsible for the administration and daily operations of the Clerk of the Board function. This classification performs a variety of administrative duties, including development of Board agenda packets, administration of filings, records management, and conducting Open Space Authority elections. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in assigned areas. Responsibilities include coordinating the activities with other departments and outside agencies and overseeing complex and varied functions. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering Open Space Authority goals and objectives within general policy guidelines.

### **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 typical job functions.*

- Attends all regular, special, and standing Board of Director meetings; attends a variety of interdisciplinary committee meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, and other official documents; publishes, files, and indexes all proceedings of the Open Space Authority Board.
- Administers the public hearing process for the Open Space Authority Board of Director meetings; coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the operations of the Authority-wide records management program and records preservation and destruction; sets and ensures legal compliance retention schedules for Open Space Authority records; develops and updates records retention policies and procedures; researches

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Authority 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 always open to inspection during office hours and that every person's right to inspect any public record of the Open Space Authority is upheld.
- Conducts Open Space Authority elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; prepares candidates' notebooks and provides necessary information to candidates, committees, and the public.
- Serves as filing officer for the Fair Political Practices Commission (FPPC) for campaign disclosure filings; maintains election documents for public inspection; declares election results; administers and files oaths of office; maintains custody of the Authority Seal, ensuring authentication of approved documents.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and directs the implementation of change.
- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
- Assists in budget administration; processes and documents Board approved large expenditures in Authority accounting system; approves expenditures for Clerk's Office project and programmatic expenses and staff training; forecasts additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies and makes recommendations for program development.
- Represents the Clerk of the Board function to other departments, elected officials, and outside agencies; explains and interprets assigned programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Oversees management of contracts for services related to the Clerk's Office; initiates solicitations to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; oversees review of documents, reports, and other work products prepared by consultants and provides feedback and corrections; assists assigned staff with analysis and problem resolution for consultant issues that may arise.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials; researches, analyzes, and compiles data for a variety of special projects and assignments; prepares staff reports for a variety of interdisciplinary committees and boards as requested.
- Monitors changes in laws, regulations, and technology that may affect Open Space Authority or program operations; stays abreast of new trends and innovations related to the Clerk function; prepares reports of changes to management; and implements policy and procedural changes as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

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- Principles, practices, and procedures related to public agency record keeping and the Clerk of the Board function.
- 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 commissions.
- 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, FPPC procedures and regulations, and election laws and procedures.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work 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 interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct Clerk of the Board functions and activities.
- Develop, plan, coordinate, and implement a records management program suited to the needs of the Authority and in compliance with Federal, State, and local laws, rules, and regulations.
- Coordinate municipal elections within legal guidelines.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand the organization and operation of the Open Space Authority and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Maintain accurate logs, records, and written records of work performed.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Effectively represent the Authority in meetings with community groups, various business,

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- professional, and regulatory organizations, and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- 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.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 major coursework in public administration, business administration, or a closely related field and four (4) years of increasingly responsible administrative experience in a public agency and/or Clerk's office.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Certified Municipal Clerk (CMC) status by the International Institute of Municipal Clerks to be maintained throughout employment is preferred.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 occasionally 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 weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public

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and private representatives on sensitive issues and in interpreting and enforcing departmental policies and procedures.

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