



Deputy Clerk of the Board

Applications Due: June 3, 2019 at 5:00 PM
Posted on 5/10/2019

The Santa Clara Valley Open Space Authority seeks a highly skilled, highly organized Deputy Clerk of the Board who will support the office of the Clerk of the Board, a seven-member Board of Directors, and various committees.

Our mission is to conserve the natural environment, support agriculture and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. We have protected 25,000 acres of natural and agricultural lands in Santa Clara County. Our agency operates a network of open space lands to manage and conserve natural resources and provide compatible opportunities for hiking, biking, and equestrian uses.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development and acknowledges individual and team achievements.

The Ideal Candidate

You are a detail oriented and organized individual with demonstrated experience working accurately and efficiently, with humor, even when under pressure or on a deadline. You are experienced and knowledgeable in the practices and principles related to conducting official meetings and public agency recordkeeping. You are comfortable working on a team and in a supportive role, and taking initiative on independent assignments.

The Deputy Clerk of the Board will provide administrative and operational support to the Clerk of the Board and the Authority's governance program and activities. You bring a comprehensive knowledge of business language and the ability to prepare and proofread a variety of complex documents, such as official meeting minutes, agendas, and public notifications. You are comfortable using technology, learning new enterprise software systems, and are able to identify and recommend process improvements throughout all areas of your work.

You are able to build strong working relationships with internal and external stakeholders, representing the Clerk's office and the Authority with professionalism and courtesy. You possess the highest level of ethics and integrity, working with discretion and tact in all aspects of your work.

This position is required to work several evenings a month in support of Board of Directors and committee meetings.

Please review the complete position classification here: <https://bit.ly/2Vgrl1A>

Qualifications

The ideal candidate will possess the skills, education, and experience needed to be successful in this position. For example:

- Equivalent to completion of the twelfth grade supplemented by two (2) years of college-level coursework and four (4) years of increasingly responsible administrative and clerical support experience, preferably in a Clerk of the Board or City Clerk office, public agency, or legal office;
- Excellent communication, interpersonal relationship, and listening skills;
- Effective prioritization of multiple tasks, working to meet critical deadlines;
- High degree of confidentiality, technical expertise, and appropriate decision making;
- This position is required to take and pass a pre-employment background check.

Compensation & Benefits

The salary range for this full-time, non-exempt position is \$33.69 to \$40.95 hourly, depending on experience and qualifications. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits.

Application and Selection

All application materials must be received prior to June 3, 2019, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and resume at the application link provided below. Resume should reflect years and months of employment. In person interviews are set for June 12, 2019.

Go here to apply for the job: <http://smrtr.io/386t5>

The Open Space Authority strives to engage a workforce reflective of the community it serves. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. All qualified applicants are encouraged to apply.