



EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS BOARD OPERATIONS

VACANCY ANNOUNCEMENT

(THIS IS NOT AN OFFICIAL EXAMINATION)

RESTRICTED TO PERMANENT EMPLOYEES OF THE BOARD OF SUPERVISORS DEPARTMENT

INTERMEDIATE BOARD SPECIALIST

POST DATE: April 8, 2015

ORGANIZATION OVERVIEW:

The Board Services Division, which includes the Agenda Preparation, Minutes and Communications, and Ads and Zoning Sections, is responsible for ensuring the timely and accurate completion of the weekly Board meeting agenda, supplemental agenda, and statement of proceedings. In addition, the Board Services Division is responsible for providing staff support during the Board meetings, working with County departments in the filing of Board letters and Board offices in placing motions on the agenda, and executing contracts and resolutions, and maintaining the Los Angeles County Code.

POSITION INFORMATION:

Conducts specialized clerical work or performs clerical services in the Executive Office of the Board of Supervisors. The Intermediate Board Specialist works under the technical and administrative supervision of a Senior Board Specialist and is responsible for work as it relates to staffing the Board meetings and preparing the weekly Board agendas and statement of proceedings utilizing various software applications, such as Microsoft Word, Legistar, Adobe, Stellant and Lyris. The Intermediate Board Specialist is responsible for applying a thorough knowledge of departmental rules, policies, procedures, special terminology, and ensuring compliance with the Brown Act. This position is also required to establish and maintain working relationships with co-workers and staff from other County departments.

ESSENTIAL DUTIES:

Composes agenda entries, minute entries, communications, statement of proceedings, legal notices for meetings of the Board of Supervisors, letters, reports and other material for signature or approval.

Provides staff support and attends the weekly Board meetings to obtain information needed to communicate actions taken.

Answers and resolves inquiries and procedural questions from operating departments, the Chief Executive Office, County Counsel, Board Offices, commissions, employees and the public as it relates to the agenda and statement of proceedings processes.

Receives, processes and routes mail to the proper Board Offices, Executive Office, Chief Administrative Office, County Counsel, commissions or client departments. Also, operates office machines, such as personal computers, typewriter, calculator, FAX, etc.

Participates in the review of State and County laws and is involved in the implementation of new procedures that affect the Executive Officer-Clerk of the Board of Supervisors.

Participates in Executive Office Strategic Planning projects.

Performs other assignments as required.

DESIRABLE QUALIFICATIONS:

Strong writing skills with experience in preparing and editing agendas/minutes, Board letters and other written documents.

Technology skills including but not limited to web page maintenance, experience with Internet/Intranet applications and advance software applications, such as Power Point, Excel, Adobe, Stellant and Lyris.

Experience participating in Strategic Planning activities.

Demonstrated abilities in organizing and prioritizing multiple assignments in a fast-paced environment.

Working knowledge of the Brown Act and Robert's Rules of Order.

SPECIAL INFORMATION:

Permanent employees of the Executive Office Board of Supervisors holding the payroll title of Intermediate Board Specialist or a position at an equivalent level in rank and grade where there has been a demonstration of the skills and aptitude required of the position or eligible candidates from a current Intermediate Board Specialist recruitment list are invited to make their interest known by submitting: 1) a resume with cover letter; 2) copies of last three Reports of Performance Evaluation and Time History Report (Prime Variances only) reflecting 2013-2015 attendance; 3) a writing sample to the following address by Wednesday, April 22, 2015.

**Executive Office of the Board of Supervisors
Human Resources
500 W. Temple Street, Suite 374
Los Angeles, CA 90012
Attention: Hector Moreno**

Resumes will be reviewed and only the most qualified candidates based on materials submitted will be scheduled for an interview. Candidates will participate in a written exercise as part of the selection interview. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

If you have any questions, please contact Hector Moreno at (213) 974-1421.