

COUNTY OF SOLANO
DISTRICT REPRESENTATIVE

DEFINITION

Performs a variety of difficult and complex tasks in support of the Board of Supervisors.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to perform a wide variety of tasks as assigned by the Board of Supervisors. This class is at-will, and is appointed by the elected Board member. Incumbents prepare and process documents; respond to public inquiries; summarize correspondence and other information received by the Board. Assignments are carried out within policy guidelines set by and at the direction of the respective member of the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a member of the Board of Supervisors.

Exercises no supervision.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following: (Note: Duties depend on the direction received from the elected Board member.)*

Perform a wide variety of responsible and confidential secretarial and administrative duties for a member of the Board of Supervisors.

Researches and compiles background data for special projects and various reports; may review and summarize legislation affecting County operations.

Represents the Board member at community meetings.

Receives, organizes and processes correspondence, reports, newsletters and other information received by the Board; determines routing; keeps Board member advised on issues of interest, meeting dates and other deadlines; assist in the support of a board or commission including preparing the agenda, assembling background materials and typing minutes of meetings as maintain appointment schedules and calendars; arrange meetings and conferences;

Types a variety of final form documents such as reports and letters from handwritten or typed copy; consults with Board member on format, content, distribution and preparation priority; proofs and corrects copy for grammar, spelling, punctuation and conformance with established guidelines.

Establishes and maintains general filing systems; purges files; files information and documents; conducts file search to locate documents, compile data and/or research information. maintains records and files regarding department administrative activities

Receives and screens callers, both in person and over the phone; evaluates described problems and responds to inquiries when directed by the Board of Supervisors; may take messages and/or schedule appointments. responds to moderately complex requests for

information; interpret and explain County policies, rules and regulations in response to inquiries; refer inquiries as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General office practices and procedures; developing and maintaining filing systems; duplication and distribution techniques.

Rules, regulations and operating procedures governing County agencies and local government.

Public information and contact techniques.

Methods of researching and compiling information; document preparation.

Community problems and programs, such as those designed to improve housing, land use, health services, employment opportunities and education.

Skills to:

Utilize basic office equipment.

Ability to:

Provide technical support to an individual Board of Supervisor; research regulations, procedures and/or technical reference materials.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Receive and review information to identify services required.

Maintain accurate records; proofread and/or edit for spelling, grammar and punctuation; establish, maintain and purge record keeping systems.

Interpret and apply written and verbal instructions.

Maintain confidentiality of information.

Recognize and respect limits of authority and responsibility.

Experience and Education/Training

Experience:

Three (3) years of experience providing clerical, technical and administrative support to management/administrative level employees.

Education/Training:

Some college level coursework, preferably in business administration, public administration, secretarial science or bookkeeping is desirable.

SPECIAL REQUIREMENTS

Independent travel is required.

SUPPLEMENTAL INFORMATION

The incumbent is appointed by and works solely at the discretion of the Solano County Board of Supervisors.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Participation in political activities during County time is prohibited.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.



Director of Human Resources

- Established Date: October 1994
- Date(s) Revised: February 2003, May 2003
- Date(s) Retitled and Previous Titles of the Class: Board of Supervisors Aide (Retitled September 12, 2023)
- BOS Date(s): June 30, 2003, September 12, 2023
- Class Code: 783200