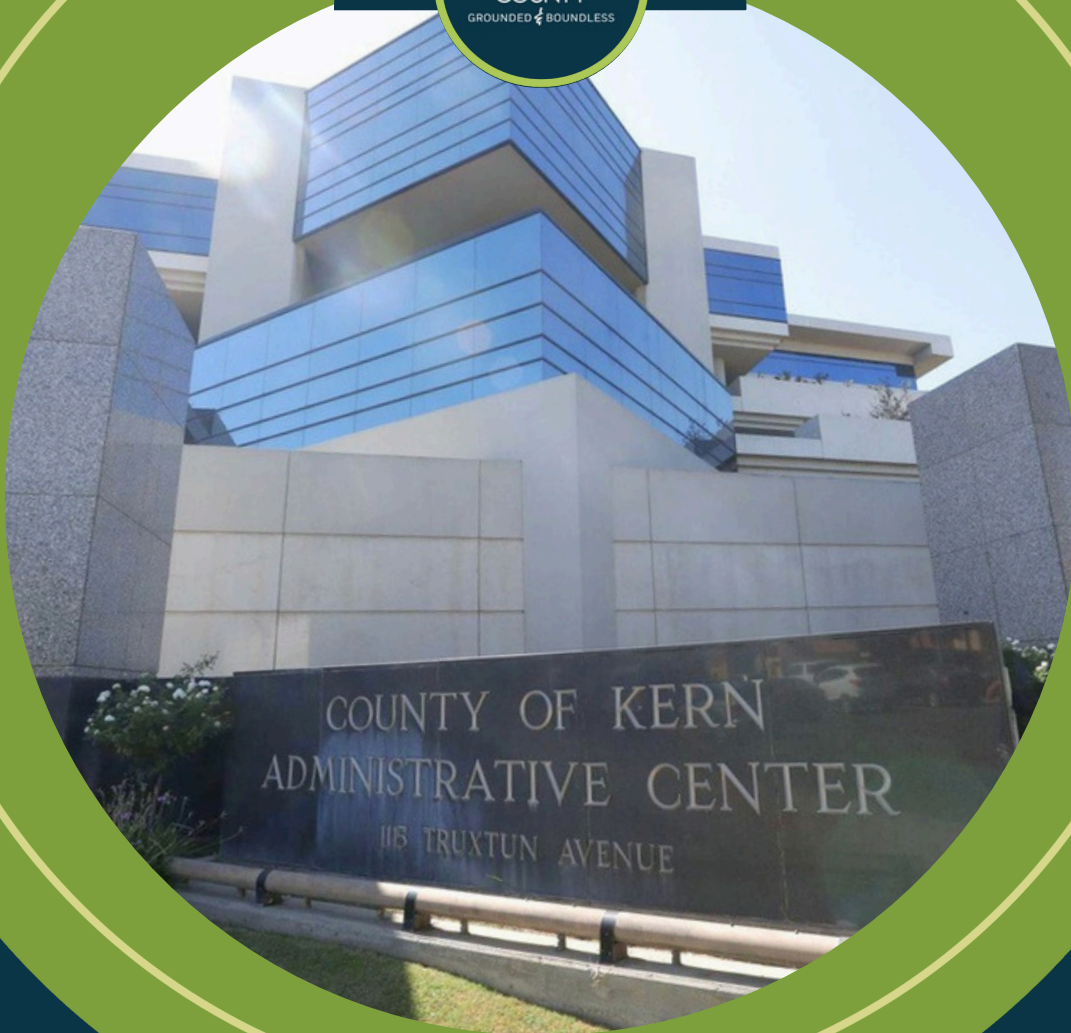


CHIEF CLERK OF THE BOARD OF SUPERVISORS

COUNTY ADMINISTRATIVE OFFICE

\$104,091 - \$124,397





KERN COUNTY

Kern County is the third largest county in California geographically with over 8,000 square miles of beautiful mountains, valleys, and deserts. As one of the most affordable regions in California, Kern County is an ideal place to both live and raise a family. Population growth remains high, bolstered by a young population, growing job opportunities, and affordable home prices. According to the 2023 census, Kern County has nearly 914,000 residents.

Kern County is the nation's leader in agriculture production and is the energy capital of California. Our region's economy is diversified with tourism, transportation, logistics, advanced manufacturing, aerospace and defense, energy and natural resources, health care services, and a growing technology sector. We maintain a business-friendly atmosphere and offer an enterprising approach to growth and development.





THE ORGANIZATION

Kern County is focused on three strategic goals:

- Enhancing the quality of life for our residents.
- Becoming a model of excellence in how we manage our business and workforce.
- Developing and growing a thriving, resilient regional economy.

We will achieve this by investing where it benefits our community most, delivering sustained value in programs and services, strengthening our fiscal outlook, preparing for the future, developing our workforce, delivering smart change, developing strong public and private partnerships, and diversifying our tax base.





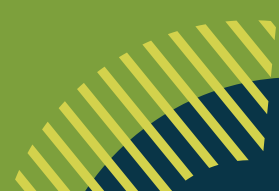
Mission Statement

To provide exceptional customer service to the County and its citizens while preserving the past, recording the present, and providing accessibility to official County records and information.

The Clerk of the Board is responsible for the following:

- Attending all Board of Supervisors meetings and recording official actions.
- Maintaining records and indexes dating back to 1866.
- Providing a variety of administrative services to the Board.
- Receiving and processing all claims against the County.
- Maintaining over 190 agencies' Conflict of Interest Codes and serving as Filing Official for approximately 200 Statements of Economic Interests.
- Maintaining records and recording actions of the Assessment Appeals Board and Special Districts under the control of the Board of Supervisors.
- Maintaining official records of more than 60 advisory boards, commissions, and committees.
- Administering oaths of office for board appointments.
- Preparing the Board of Supervisors meeting agendas.

To help efficiently and effectively perform these duties, the Chief Clerk of the Board is assisted by one Assistant Clerk of the Board and five Deputy Clerks.



THE POSITION

The Chief Clerk of the Board of Supervisors is an at-will position appointed by and serves at the pleasure of the County Administrative Officer. This position is expected to manage administrative support to the Board of Supervisors, Special District Boards, Assessment Appeals Board, City Selection Committee, and the Oversight Board. The incumbent oversees staff which provides the office support necessary for the legal process of official business of the Board of Supervisors, special district boards, and related bodies to assure compliance with laws, policies, and regulations. The incumbent reports to an Assistant County Administrative Officer or designated manager but works within broad policy guidelines and must show initiative in planning and execution of a variety of statutory duties. This is a highly visible position in a politically sensitive environment.



OUR DEPARTMENT

The County Administrative Office (CAO) provides staff support to the Board of Supervisors, research issues, prepares reports and analyses, and advises the Board on federal and state legislative proposals.

The CAO coordinates and executes County administrative and financial policies, administers economic development and debt management activities, and enforces the rules, regulations, policies and ordinances enacted by the Board.

Services provided to County departments include consulting on administrative, budgetary, and legislative matters, and analyzing administrative practices and procedures to recommend improvements.



MINIMUM QUALIFICATIONS

Six (6) years of progressively responsible administrative management experience, including records management and/or legal document processing experience. Direct experience in a public agency providing high-level administrative support in an executive-level office, or a public board, committee or commission is preferred.

Post-secondary education may substitute for experience on a year-for-year basis for a maximum of three (3) years.

Possession of a valid California Driver's License upon appointment.



COMPENSATION AND BENEFITS

- The salary range for the position, depending on experience, is \$104,091 - \$124,397 (inclusive of 10% Kern Flex management pay)
- 401 (a) defined benefit retirement plan
- 457 (6) deferred compensation plan with up to 6% employer match
- Employer paid \$400,000 life insurance coverage
- Alternate life and disability plans available
- Generous vacation and sick leave accruals



How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to WiebeJ@KernCounty.com by the deadline of 5:00 p.m. on Friday, May 30, 2025. Please be sure to include the following:

- Details of your administrative, management and records management experience
- Scope of your responsibility
- Number and level of staff managed
- Education, relevant certifications/licenses, and additional training
- Three (3) professional references