

BOARD OF SUPERVISORS' FIELD REPRESENTATIVE

Definition:

Under general supervision, performs a wide variety of tasks and constituent liaison work in support of a District; coordinates, attends, and facilitates district outreach activities and events; conducts research in support of district initiatives; assists in making program and policy recommendations; assists in program development and coordination; and performs other duties as required.

Distinguishing Characteristics:

This is a journey-level class allocated solely to the Board of Supervisors' Offices. Incumbents spend considerable time functioning as a community liaison and working in the field and representing a district Supervisor and/or District Director (Staff Assistant). Incumbents are expected to exercise initiative, independent judgment, and discretion in comprehending and managing a varied workload, assist in program and policy recommendations to the Supervisor or District Director, respond to inquiries from the public and other County departments, and may lead the work of lower level District staff.

The Board of Supervisors' Field Representative is distinguished from the Board of Supervisors' District Director (Staff Assistant) in that the latter serves as the principal staff assistant to the Supervisor and is responsible for the overall management of a District's Office including having responsibility for supervising district staff. The District Director (Staff Assistant) would also represent the Districts or Supervisor in higher-level situations and handle more complex and/or sensitive matters. The position is distinguished from Board of Supervisors' Aide in that the emphasis of the Field Representative position is working in the field and performing more responsible and journey level work in support of a District's functions.

An employee in this job class is appointed by a Board Supervisor and is retained at the pleasure of that Supervisor.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties:

Duties include, but are not limited to, the following:

Acts as a liaison between the Supervisor and district constituents, the community at large, to other officeholders, County departments, and to the press; appropriately responds to telephone and written inquiries; assists in solving problems, including follow-up with all

relevant County departments and/or referral to other entities; advises the Supervisor on issues of interest.

Represents the Supervisor, facilitates and presents at meetings of official, civic, and other groups, including boards, commissions, committees, and councils, public meetings, and community and special events; briefs the Supervisor and District Director (Staff Assistant) on meetings and events.

Performs administrative functions, such as scheduling and coordinating a variety of meetings and appointments, tasks associated with meeting and event setup, preparing meeting agendas, and taking minutes; establishes and maintains records and files.

Provides advice and assistance to neighborhood groups or other groups in organizing, problem solving, and effecting change; provides advice and assistance to other interest groups.

Writes correspondence, articles, speeches and reports according to the Supervisor's expectations, preferences and style for correspondence and speeches provided by the Supervisor or by the Staff Assistant on behalf of the Supervisor.

Assists the District Director (Staff Assistant) in researching, reviewing, and summarizing policy and program options for consideration by the Supervisor; collects and analyzes data from a variety of sources, including existing and proposed legislation; prepares reports and recommendations based on analysis of collected data.

Assists the Supervisor and District Director (Staff Assistant) in the development of policy and legislation regarding issues of concern of the Supervisor and Board; assists with the analysis of information to conceptualize district and/or broader issues.

Assists the District Director (Staff Assistant) in developing and implementing Supervisor initiatives including undertaking complex projects requiring multi-departmental and outside agency coordination.

Coordinates the Supervisor's calendar as needed; provides District Office coverage as needed.

Performs related duties as assigned.

Knowledge and Abilities:

Working Knowledge of: principles and practices of public administration; organization, function and administrative structure of public agencies, including the role of an elected Board; the Ralph M. Brown Act, Government Code § 54950 et seq; methods and techniques to communicate information via written, oral, and visual media; research and data analysis techniques used to research, analyze, and present information in verbal and written forms including report writing; current social and political issues affecting the community and the County and state and federal governments; administrative techniques and principles of

organization; records management principles and practices; effective customer service principles and practices; social media techniques and modern office equipment.

Ability to: establish and maintain working relationships with high level officials and individuals and groups representing a wide variety of divergent views; coordinate meetings and events and manage small and large group meetings; be empathetic and a good listener; understand information requests of others and respond efficiently and accurately; plan, organize, and coordinate multi-faceted activities with a variety of entities; research and analyze information, evaluate alternatives and prepare recommendations; understand, interpret, explain and apply laws, rules, policies and procedures; explain programs to policy makers and the public; communicate effectively both verbally and in written form sufficient to convey information and instructions to the public and other employees in situations requiring tact, diplomacy, sensitivity, and confidentiality; use sound judgment; review confidential records and written or verbally communicated information and record such information accurately; retain and recall information to respond to inquiries and to efficiently search files and retrieve data as required; organize and prioritize workload and adjust to changes in workload and assignments to meet critical deadlines under pressure; and use and understand common database, spreadsheets, and social media and modern office tools.

Minimum Qualifications:

Education and Experience: Any combination of educational course work, training, or work experience that would provide an opportunity to acquire the knowledge and abilities listed is required. Normally this would include a degree in public administration, business administration, political science, public relations, or a related field, or comparable experience that would be equivalent to a related degree; and two years of experience in public administration, public relations/liaison, community outreach, or related area.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.