



## BOARD OF SUPERVISORS' AIDE

Monthly Salary Range:

\$4,576 - \$5,562 DOQ

The County of Sonoma is seeking a highly skilled administrative professional to serve as a Board of Supervisors' Aide for the Third Supervisorial District. This is an exciting opportunity to work for a Supervisor and begin building a strong foundation for a career in public policy. The District's northern boundary is Mark West Springs Road. Most of central Santa Rosa, east to Los Olivos and Farmers Lane, and west to Piner, Marlow and Link Lane lie within the Third District. The City of Rohnert Park east of Highway 101 and Sonoma State University mark the southern end of the district.

As a Board of Supervisors' Aide, you perform a wide variety of administrative tasks including:

- Reviewing and responding to written correspondence and verbal inquiries
- Solving constituent concerns by working with and making referrals to relevant County departments and other entities
- Developing content for newsletters, webpages, and social media
- Advising the Supervisor on issues of interest
- Preparing and processing documents and reports
- Researching and analyzing state and local legislation
- Coordinating meeting dates and calendars
- Establishing and maintaining records and files
- Providing general administrative support
- Coordinating and attending committee/organization meetings and community ceremonies, events, and functions

The anticipated work schedule for this position is 8 hours per day, Monday-Friday, however there may be some evening or weekend work required on occasion.

*Please note that 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.*

### **The Ideal Candidate and Minimum Qualifications**

The ideal candidate will not only be a skilled administrative professional with familiarity of the Third Supervisorial District community and the concerns and needs of its residents, but will also possess:

- Political awareness and interest
- An empathetic and tactful professional demeanor, comfortable discussing issues with diverse individuals and groups, with divergent points of view
- Familiarity with the function and administrative structure of public agencies, including the role of the Board of Supervisors, and local and state political issues and conditions

- Availability and willingness to research and respond to the public's concerns promptly via phone, email, and regular mail
- The ability to work independently; strong organizational skills; superb written and verbal skills; and a proven track record of providing excellent administrative support, involving public contact
- Experience organizing public events, including identifying and securing event location; crowd management; and preparing event space, handout materials, and speaking points
- The willingness and ability to travel to and from the County's Administrative Offices in Santa Rosa and other locations
- Proficiency in Microsoft Office Suite – specifically Outlook, Word, Excel, PowerPoint
- Bilingual Spanish and English skills a plus

### **About the Board of Supervisors**

The Board of Supervisors enacts legislation to serve and protect Sonoma County residents and establishes general policies and sets priorities for the operation of county government. They are the governing body that provides municipal services to the unincorporated areas of the county such as fire protection and law enforcement, land use regulations, road maintenance, parks, and lighting and water utilities. In addition, the Board of Supervisors oversee the functions and activities of the many branches of county government that provide county-wide services including health and welfare programs, elections, and public protection programs.

### **What Makes Sonoma County a Great Choice**

In addition to competitive starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits\*, including:

- A cash allowance of approximately \$600 per month
- An Annual Staff Development/Wellness Benefit Allowance of \$1,000
- Competitive vacation and sick leave accruals, and 12 paid holidays per year and an additional 8 floating holiday hours per year
- Significant portion of health care premiums paid by the County and access to several health plan options
- Excellent retirement plans

When you join the County of Sonoma, you have the freedom to explore your career and the beauty of our county. Please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) and [www.santarosachamber.com](http://www.santarosachamber.com) for additional information about our picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, the variety of entertainment and cultural activities, and our outstanding educational institutions.

### **How to Apply**

If you are interested in this outstanding opportunity, please submit your cover letter, resume, and a list of five professional references to Deena Thompson-Stalder, Supervising Human Resources Analyst, at [Deena.Thompson-Stalder@Sonoma-County.org](mailto:Deena.Thompson-Stalder@Sonoma-County.org) by October 17, 2019 at 11:59 pm.

Resumes will be evaluated to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be referred to Supervisor Zane's Office for further consideration.

First round interviews are tentatively scheduled for November 6, 2019.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

*\*Benefits described herein do not represent a contract and may be changed without notice.*