



COUNTY OF SAN DIEGO
CLERK OF THE BOARD OF SUPERVISORS

GROUP PROGRAM MANAGER

CLERK OF THE BOARD OF SUPERVISORS

Anticipated Hiring Range: \$110,000 - \$120,000 Annually

SanDiegoCounty.gov



The Position

Group Program Manager, Clerk of the Board of Supervisors

The Group Program Manager, Clerk of the Board of Supervisors, is an unclassified management position that is responsible for directing and managing all activities for the Public Records Act unit in carrying out duties of the Clerk of the Board as prescribed by law and directed by the Board of Supervisors. Duties include:

- Planning, organizing, directing, and managing all activities for the Public Records Act (PRA) unit including managing all records requests from the public, media, and attorneys
- Developing, making recommendations, and implementing County policies and procedures
- Directing the development and implementation of short and long-range Countywide and departmental plans and objectives related to the PRA Unit
- Screening content of all public records requests to identify applicable department or group, and coordinating appropriate response in compliance with established requirements
- Reviews and negotiates contracts as needed for outside services or equipment
- Principles, practices, and methods of fiscal and budgetary management and accounting
- Monitoring progress toward accomplishing objectives, reviewing and evaluating work, risks, and progress, and implementing needed changes
- Providing training to County departments on PRA requests
- Overseeing the budget and monitoring revenue and expenditure transactions
- Acting as a liaison with other public and private agencies and provides information as needed to County and non-county departments, agencies, and the public
- Supervising, mentoring, and developing staff



The Department

The Clerk of the Board of Supervisors is responsible for maintaining transparency in government by serving as the official repository of the Board of Supervisors' records. This includes making Board agendas, Statements of Proceedings, and Minute Orders publicly accessible, with records dating back to the late 1800s. The office also supports various governmental bodies, such as the Assessment Appeals Boards, County Hearing Officers, Special Districts, and the City Selection Committee, while also administering the Labor Relations Ordinance.

The department operates under California statutes, tax codes, and County ordinances while offering several public-facing services, including passport application processing, notary services, and a Public Records Request Center. It is structured into three main budget divisions: Executive Office, Legislative Services, and Public Services, and also oversees the Board of Supervisors' General Office and budget management.

Additionally, the Clerk serves as the Executive Officer of the Board's General Office and administers duties for various commissions and special districts. To fulfill these responsibilities, the office operates with a staff of 30 and an annual budget of \$5.6 million.



The Ideal Candidate

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Ability to interact effectively with other governmental officials, boards, internal departments, citizen groups, special interest groups and/or members of the public in communicating a variety of department matters
- Working knowledge of the California Public Records Act (CPRA), records management practices, and the Ralph M. Brown Act
- Excellent organizational and political acumen
- Ability to demonstrate strong teamwork and collaboration skills and the ability to help others learn interpersonal skills
- Exceptional organizational skills and takes prompt action to meet deadlines
- Customer focused approach to effectively meet the needs of customers and easily adjust within the diverse populations to build productive internal and external customer relationships
- Experience managing a contract and preparing statements of work for requests for proposals
- Managing and supervising a telework team, ensuring progress toward goals and providing technical and management guidance
- Experience working in a government entity/department, an office of a Clerk of the Board, or City Clerk
- Knowledge of Public Records Request systems

Minimum Qualifications

Three (3) years of experience which demonstrate the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

Promoting integrity in government administration through transparency, equitable access, and exceptional customer service.



Salary & Benefits

COMPENSATION

The anticipated hiring salary range is \$110,000 - \$120,000 annually. Salary reviews are performance- based and goal oriented.

BENEFITS

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Flexible Credits based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit www.sdpera.org
- Deferred Compensation Program 457 and 401(a) plans
- View the detailed [Benefit Plan](#) for Unclassified Management (UCL)
- May be eligible for a relocation allowance up to \$15,000



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.

County of San Diego Vision & Values



The County of San Diego is dedicated to building a just, sustainable, and resilient future through integrity, equity, access, belonging, excellence, and sustainability.

Learn more:

- [Strategic Plan](#)
- [Framework for the Future](#): Building a County that works for all.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr select Current Job Postings, Job Number 25031801UCOB
2. Attach your résumé and cover letter
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

Key Dates:

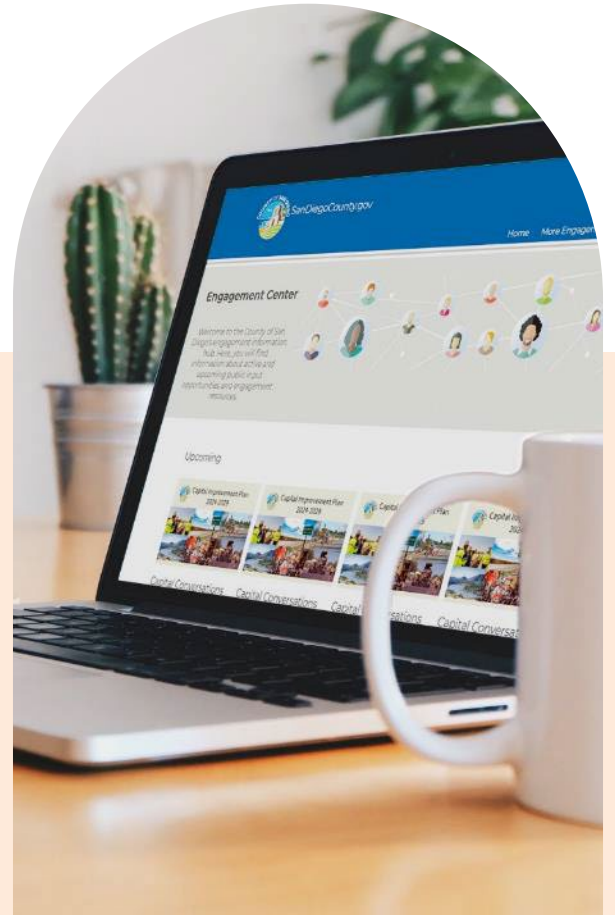
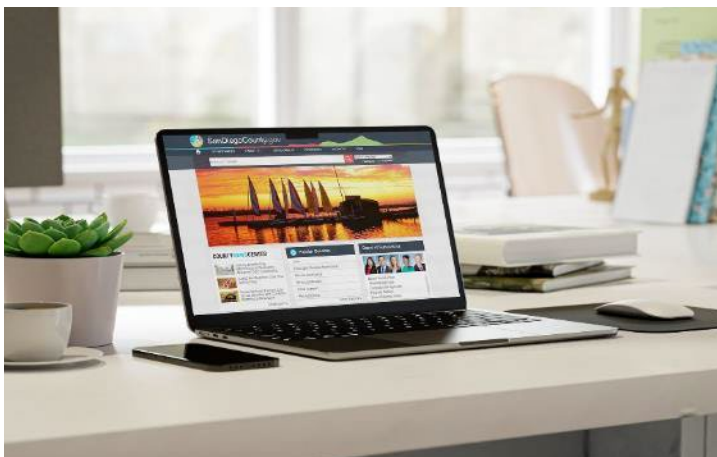
- Resume Review: Week of March 17, 2025
- Interviews: Week of March 24, 2025
- Expected Start Date: April 2025

Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.



Contact Information

You may direct any questions regarding the application and selection process to Beau Barron, Department of Human Resources at

Beau.Barron@sdcounty.ca.gov.

Questions about the position may be directed to Shontay Turner, Group Human Resources Director, Finance and General Government Group, at

Shontay.Turner@sdcounty.ca.gov.