

BOARD OF SUPERVISORS AIDE

Supervisor Linda Seifert, District 2

\$33.42/hour ■ Recruitment #14-783200-01



The Position

The Board of Supervisors Aide performs a wide variety of tasks as assigned by a member of the Board of Supervisors. The current vacancy will assist Supervisor Linda Seifert, District 2. The incumbent will be technologically savvy and use their skills to maintain multiple social media outlets, additionally the successful candidate will have excellent communication and interpersonal skills and utilize those skills to respond to public inquiries, coordinate committee/organization meetings, community ceremonies and represent Supervisor Seifert at meetings and events. Assignments are carried out within policy guidelines set by and at the direction of the respective member of the Board of Supervisors.

The vacancy is currently part-time and may increase in the future. The anticipated work schedule for this position is 4-5 hours per day, however some flexibility is available. In addition, with advanced notice, the ability to work up to 30 hours a week on occasion will be required. This position is at-will, and is appointed by the elected Board member.

EXPERIENCE REQUIREMENTS

Three (3) years of experience providing technical and administrative support. Legislative and local government experience preferred.

The Ideal Candidate

The ideal candidate must demonstrate a positive professional outlook toward facing the challenges of working in a fast paced work environment. The ideal candidate will be familiar with the District 2 community and the concerns and needs of its citizens. Must have unquestioned integrity, strong work ethic, and the ability to build and maintain effective relationships while modeling self-management. Additionally, the successful candidate must have knowledge in the following:

- Strong social media navigating and monitoring skills (i.e. Facebook, Twitter and Vertical Response)
- Legislative background; familiar with rules, regulations and operating procedures governing County agencies and local government.
- Ability to research, compile information, and respond to the public's concerns accurately and promptly.
- Professional, empathetic, tactful, and comfortable discussing issues with diverse individuals and groups with divergent points of view and various socio-economic backgrounds.
- Awareness of community problems and programs, such as those designed to improve housing, land use, health services, employment opportunities, education and environment.
- Receive and review information to identify services required.
- Providing technical support to an individual Board of Supervisor; research regulations, procedures and/or technical reference materials.
- General office practices and procedures; developing and maintaining filing systems; duplication and distribution techniques. Interpret and apply written and verbal instructions

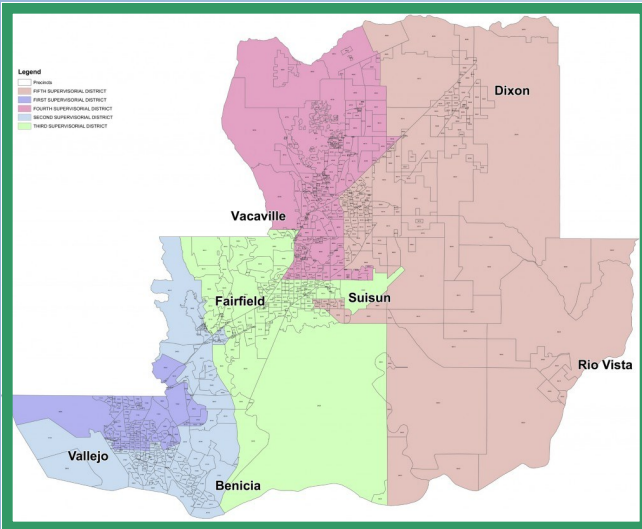


Solano County, District 2

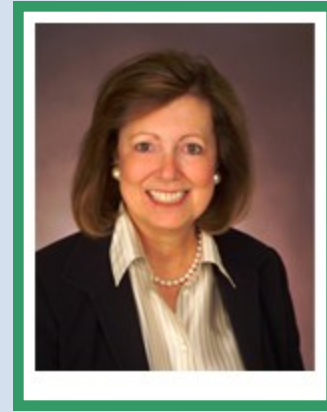
The Board of Supervisors

The Board of Supervisors is the legislative and executive body of the county government and also serves as the governing body of the Solano County Housing Authority, the Solano Facilities Corporation, the East Vallejo Fire Protection District, and the Rural North Vacaville Water District. In addition, members of the Board represent the County on numerous intergovernmental bodies.

As the governing body for Solano County, the Board is responsible for planning and provision of services related to public needs as required by state and federal law including: adopting the annual budget, adopting county ordinances, setting policies, confirming appointments of most non-elected officials, and assisting citizens in solving problems and addressing local concerns.



Supervisor Seifert



Elected in June 2008, Supervisor Linda Seifert began her term in January 2009 and was elected Chair of the Board in 2011. Supervisor Linda Seifert represents District 2 which includes Benicia, Cordelia, Green Valley, portions of Vallejo, Fairfield, and Suisun Marsh.

Supervisor Linda Seifert's service to the community has earned her support from citizens and organizations that champion open and transparent government and value community participation in the civic process. She is an advocate for preserving our County's agricultural character and way of life. She is committed to ensuring that health and social services are available to the very young and seniors in our community. Of equal importance to Supervisor Seifert is improving the quality of education in our communities.

How to Apply

Please visit the County of Solano website, www.jobsatsolanocounty.com, to view the full job announcement and to apply. The final filing deadline is 5pm, September 9, 2014.

Questions can be directed to:

Carlise Mickens

(707) 784-6188

675 Texas Street, Suite 1800

Fairfield, CA 94533

The office is open Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA



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Supplemental Questionnaire

This Supplemental Questionnaire will be used to determine applicants' qualifications for this position and whether they will continue in the recruitment process; therefore, applicants are encouraged to answer all questions thoroughly and completely. Omitted information will not be considered or assumed. Applicants who have no experience in a specific area are recommended to state "no experience in this area" instead of leaving the space blank.

1. Describe your previous experience in managing a calendar or multiple calendars in Microsoft Outlook.
2. The Board of Supervisors Aide works closely with and in support of the elected Board of Supervisor member. Briefly list your understanding of Linda Seifert's position on issues.
3. Describe your involvement in community activities. Include the types of organizations, number of years and your level of involvement.
4. Describe your abilities and experience with various social media platforms.
5. This position may require the incumbent to represent Supervisor Seifert at public or community meetings on evenings and weekends. Would this requirement pose any issues or concerns for you?

