



*invites your interest in the position of*

## Clerk of the Board



Recruitment Services Provided by Ralph Andersen & Associates





# The District

The East Bay Regional Park District (EBRPD) comprises 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 126,809 acres, making it the largest regional park district in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks span across two counties, encompassing 33 urban cities. Located on the eastern side of the San Francisco Bay, the East Bay offers a high quality of life, featuring open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has attracted many of the region's most innovative companies, workers, and students from around the world, thereby creating numerous economic opportunities. EBRPD works to ensure a healthy and thriving ecosystem that protects wildlife and habitats by adapting to the changing climate through the restoration of wetlands, repair of levees, tree thinning, monitoring of algae blooms, and construction of park facilities.

EBRPD is dedicated to honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves. The agency is a result of decades of hard work by innumerable citizen activists, elected EBRPD directors, general managers, employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to open space and a system of magnificent regional parklands.

EBRPD has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the agency in all its activities.



# Governance / Organization Overview

EBRPD is governed by a seven-member Board of Directors. Each Director represents a specific geographic area of the District known as a ward. The District itself comprises all of Alameda and Contra Costa counties representing 2.8 million residents. Directors are publicly elected to serve four-year terms with elections staggered every two years in November. The Board selects the Board President and other Board Officers to serve a one-year term. EBRPD holds meetings through a hybrid of in-person and virtual attendance (via phone/video conference) through the Park District's virtual platform, Zoom. Members of the public may participate in-person at the Park District Headquarters (2950 Peralta Oaks Court, Oakland) or at another designated and noticed meeting location, or remotely via Zoom. Members of the Board of Directors may participate remotely when authorized by the Brown Act, as amended by AB 2449.

The Board of Directors conducts bi-monthly full board meetings. There are four Board Committees that meet once a month including the Executive Committee, Finance Committee, Operations Committee, and Legislative Committee involving a subset of three board members, with alternates identified. There is also a Natural and Cultural Resources Committee that meets quarterly, as well as up to six Board Study Sessions.

Operations are overseen by the General Manager, who serves at the pleasure of the Board. The District has an annual expenditure budget of approximately \$317.8 million which includes all operational, project, capital, and internal service fund expenditures for the fiscal year 2025 with a dedicated staff of approximately 995 authorized FTEs.

There are six major divisions in the organization, overseen by the General Manager:

- External Affairs (Public Affairs, Government and Legislative Affairs, and Clerk of the Board);
- Public Safety (Fire, Police, and Lifeguard Services);
- Operations (Business Services, Interpretative and Recreation Services, Maintenance and Skilled trades, and Park Operations);
- Acquisition, Stewardship, and Development (Land Acquisition, Design and Construction, Planning, Trails and GIS, and Stewardship);
- Human Resources (Employee and Labor Relations, Benefits, Recruitment and Classification, Learning and Development, and Risk Management); and
- Finance and Management Services (Finance, Grants, Information Services, and Office Services).



# The External Affairs Division

The External Affairs Division is managed by the Assistant General Manager (AGM) of External Affairs and includes departments in service to the entire Park District, oriented to providing inclusive and transparent information to the public about Park District resources, offerings, and policymaking. The departments include the Clerk of the Board, Public Affairs and Government and Legislative Affairs. The Clerk of the Board reports to the AGM, External Affairs. There are currently a total of 28 staff in the External Affairs Division.

## Clerk's Department

The Clerk of the Board oversees a current staff of four (District Clerk, Assistant Clerk, and two Executive Assistants) to perform essential functions on behalf of EBRPD including providing and coordinating administrative and office support for the Board of Directors, and working closely with staff in coordinating the preparation, production, and timely distribution of Board meeting agendas and materials necessary to comply with the requirements of the Brown Act and in support of Board decision-making. The Clerk has statutory administrative responsibilities to ensure that these responsibilities are carried out in a timely, proficient, and lawful manner. Each year, the Clerk's office is responsible for scheduling all Board and Committee meetings, facilitating the election of Board Officers and Committee assignments, and coordinating site visits. EBRPD uses Granicus software to support all Board meetings.

## Position Overview

Key areas for future success in this critical role will include a focus on the following areas, strategically led by the new Clerk of the Board:

- **Operational Excellence and Efficiency** – Continually improve operational processes and enhance services through efficient and effective methods and solutions to ensure an organization and operation that is customer-focused, proactive, consistent, and responsible.
- **Legal Compliance** – Comply with new and evolving legal mandates at the local, state, and federal levels, including mandatory functions required by the District and other administrative requirements.
- **Customer Service** – Provide services openly and transparently, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services to meet the changing needs of an active and engaged community and customer base.
- **Civic Engagement** – Enable and promote civic engagement and involvement through participation in public meetings, and outreach to and partnerships with a variety of stakeholders and Park constituents.

The Clerk of the Board, both today and in the future, will need to be at the forefront of technological advancements to improve and enhance the delivery and accessibility of information to the public, provide the ultimate in transparency, and fully support the District's leadership and policymakers.

# Position Responsibilities and Oversight

This is an at-will position and operates under the administrative direction of the AGM, External Affairs. This position is vital to District operations and provides high-level support to the Board. The Clerk of the Board plans, organizes, and directs the Department's overall activities and also serves as liaison between the public and the Park District. This top professional also provides guidance and assistance to the Park District's various Divisions in varying capacities.

Additionally, this position serves as a member of the Park District's management team with responsibility to provide fiscal management, administration, operation, and supervision of the Clerk's Department, including administration of a broad range of areas that will include:

- Lead agenda review process; coordinate and collaborate with all Park District divisions in preparing, assembling, and distributing agendas and supporting materials for the Board of Directors and other meetings; prepare, post, and maintain agendas, minutes, and records, and ensure timely follow-up on Board actions;
- Attend and help facilitate Board meetings and committee meetings, take notes and prepare minutes, ensure that Board intents and actions are accurately reflected in the permanent record of proceedings; provide coordination for special Board meetings;
- Ensure compliance with, and develop processes to ensure compliance with, the Public Records Act, conflict of interest laws, applicable Fair Political Practices Commission regulations, public notification and disclosure statutes, etc.; and
- Prepare a wide variety of finished documents, which may include confidential materials; follow up on actions authorized by or required by the Board; provide for the audio or video recording of Board meetings in coordination with Information Services.



# The Ideal Candidate

The Clerk of the Board will deliver strong, reliable, and collaborative leadership, providing exceptional service to the District and its community. The ideal candidate will be a fair, ethical, and thoughtful leader whose guidance and decisions will embody strong self-organization, planning, implementation, and problem-solving skills. Additionally, the Clerk will be highly adaptable with the ability to reprioritize projects based on changing time demands.

The Clerk will also be very knowledgeable of various aspects of the Public Records Act and the Brown Act, and in handling a multitude of questions and requests, with the ability to maintain a fair and impartial demeanor.

Additionally, top candidates for consideration will also:

- Be recognized for exceptional communication skills, responsiveness, and political acumen in navigating sensitive or high-profile matters;
- Exhibit a track record of leadership, collaboration, and achievement, including the ability to work effectively with staff from across divisions and with elected officials, executive staff, and external stakeholders to get things done;
- Thrive in a team-oriented, highly collaborative environment, bringing a cooperative spirit and respect for diverse roles and responsibilities across the organization;
- Be detail- and deadline-driven, while maintaining focus on the broader goals of supporting transparent and effective public meetings that reflect the work and priorities of the organization and support Board decision-making;
- Approach agenda preparation with a solutions-oriented mindset—partnering closely with subject matter experts to ensure accuracy and clarity of materials, while balancing the need for responsiveness and timeliness;
- Demonstrate respect and professionalism in interactions with the public, supporting inclusive and well-run meetings through thoughtful preparation and skilled facilitation;
- Exhibit adaptability and enthusiasm for process improvement, embracing change as an opportunity to enhance service and efficiency;
- Maintain a forward-thinking approach, welcoming innovation and evolving practices in support of organizational excellence.
- Have a strong background in managing core administrative support functions, including public information requests, and other general administration or organization techniques; and
- Possess substantial knowledge of the legal duties of the Clerk, including the ability to effectively respond to public requests as well as negotiate conflicts between and maintain positive relations throughout the organization, with policymakers, the general public, and various stakeholder groups.

In summary, the successful candidate will possess the leadership skills to facilitate change, inspire teamwork, champion open government and transparency, and be highly adaptable. An appreciation for incorporating best practices related to emerging technologies, including social media, is also essential for success. Finally, sterling integrity and trustworthiness are also critical to this position for the East Bay Regional Park District.



# Qualifications & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

**Experience:** Two (2) years of experience serving as a Clerk for a local public agency or other legislative body, including one (1) year in a supervisory role. Experience in dealing with elected officials is highly desirable. OR Four (4) years of increasingly responsible secretarial or office administrative experience in a public agency clerk's office, including one (1) year in a supervisory role. Experience in dealing with elected officials is highly desirable.

**License or Certificate:** Possession of, or the ability to obtain and maintain, a Certified Municipal Clerk Certificate. Having an active Notary Public Certification is beneficial in this role.

# Compensation & Benefits

The annual salary range for the Clerk of the Board position is \$139,089 to \$186,389.

The Park District also offers an attractive benefits package including CalPERS retirement 2.5% @ 55 for classic members (employee pays 8%) or 2.0% @ 62 for new members as defined under PEPRA (employee pays 6.25%); 401(a) deferred compensation plan; and a voluntary 457 deferred compensation plan. The entire list of District benefits may be found online at [www.ebparks.org/jobs](http://www.ebparks.org/jobs), or contact Ralph Andersen & Associates for more details.





## To Apply

The application process will close on **Monday, August 25, 2025.**

Interested parties are asked to complete the following information for consideration:

- Compelling Cover Letter
- Comprehensive Resume (with employment dates)

Submit completed material and send to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Project Director, Ralph Andersen & Associates, at (916) 630-4900. Alternatively, a pre-set date/time for an introductory call may be scheduled by sending an email to [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

*East Bay Regional Park District is an  
Equal Opportunity Employer.*



<https://www.ebparks.org/>