

**CLERK OF THE BOARD OF SUPERVISORS
EXHIBIT/DOCUMENT LOG**

MEETING DATE & AGENDA NO. 08/26/2025 #22

STAFF DOCUMENTS (Numerical)

No.	Presented by:	Description:
1	Staff	8-page PowerPoint

2

3

4

5

PUBLIC DOCUMENTS (Alphabetical)

No.	Presented by:	Description:
A	N/A	

B

C

D

E

F

Filling the Vacancy of the San Diego County Elective Office of Treasurer-Tax Collector



August 26, 2025

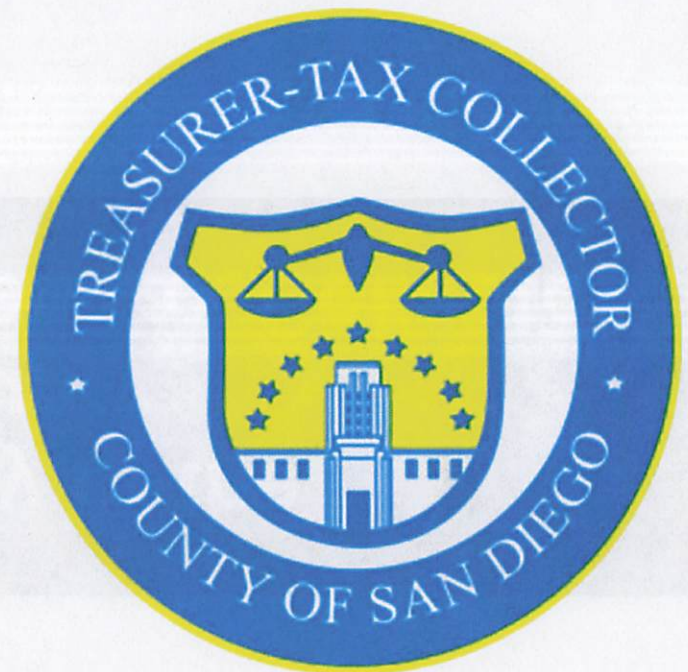
Item #22

Andrew Potter

Clerk of the Board of Supervisors

Overview

- San Diego County Charter provides authority to fill, by appointment, the vacancy of the elected Treasurer-Tax Collector.
- Board Policy A-105, "Filling Vacancies in Elected Offices" details the process.
- Appointee will hold office to complete the current term of office which ends on January 4, 2027.



Selection Process Timeline

DATES	ACTIVITY
August 27 – September 5, 2025	Applications accepted
Board of Supervisors Meeting: September 9, 2025	Interview all qualified applicants and appoint one qualified applicant
Board of Supervisors Meeting September 30, 2025	Appointee sworn in

If a **second hearing** is necessary to select from a pool of five finalists:

Board of Supervisors Meeting: September 30, 2025, 9 a.m.	Interview five finalists and select appointee
Board of Supervisors Meeting October 21, 2025	Appointee sworn in

Summary of Applicant Requirements

1. Be a registered voter of the County of San Diego;
2. Be a citizen of the United States and the State of California;
3. Meet the experience requirements of Article L, Section 840, of the County Administrative Code;
4. Not have been convicted of any crime disqualifying the applicant from holding elected office;
5. Be able to formally assume the position not later than twenty (20) business days following the selection by the Board of Supervisors.

Qualifications

Must meet at least one of the following criteria:

- **Experience:**

- Minimum 3 years in a senior financial management role in a county, city, or public agency.
- Examples: Treasurer, Tax Collector, Auditor, Auditor-Controller, Chief Deputy, Assistant

- **Education:**

- Bachelor's, Master's, or Doctoral degree in: Business Administration, Public Administration, Economics, Finance, Accounting, or related field
- Includes 16 semester units (or equivalent) in accounting, auditing, or finance

- **Certification:**

- Certified Public Accountant (CPA) – California license
- Chartered Financial Analyst (CFA) – plus 16 semester units in accounting/auditing/finance
- Certified Cash Manager (CCM) – plus 16 semester units in accounting/auditing/finance

Application Process

- Applications will be accessible online: www.sandiegocob.com
- Application includes the following required information:
 - Full name, residence address for the past five (5) years.
 - A written statement outlining the qualifications of the applicant for that office (500 words maximum).
 - A written statement explaining the applicant's reasons for wishing to be appointed to the office.
- Applicants must also submit:
 - Current resume containing, as a minimum, all employment for the previous five (5) years.
 - A Statement of Economic Interests form of the type required to be filed by the incumbent of the public office for which appointment is to be made.
- Applications must be submitted in person to the Clerk of the Board of Supervisors by Friday, September 5, 2025, at 5 p.m.

Public Outreach

- Article on the County News Center, as well as social media posts.
- Noticed in local community newspapers that accept legal advertisements.
- E-mail to all parties who currently receive an electronic copy of the Board of Supervisors agendas.
- Postings at all County Libraries.
- Postings at the Treasurer-Tax Collector Offices.
- A web page will be established to publicize the position.

Summary of Recommended Actions

1. Determine the process is in accordance with the Charter and Board Policy A-105.
2. Approve the application packet.
3. Set the application period: August 27 – September 5, 2025
4. Approve the requirements for the finalists.
5. Set the hearing on September 9, 2025 to hear from all applicants and appoint a Treasurer-Tax Collector.