

CLERK TO THE BOARD/ EXECUTIVE ASSISTANT TO THE COUNTY MANAGER

Salary Range: \$35,550 - \$55,103

General Statement of Duties

Performs highly responsible administrative and coordination responsibilities for the Board of Commissioners and the County Manager.

Distinguishing Features of the Class

An employee in this class is responsible for serving as the official legally accountable Clerk to the Board and performs a wide variety of responsible administrative functions in assisting the Board and County Manager. Work involves creating and maintaining a permanent record of Board actions and maintaining historical and current official records. Work also involves researching various reports and activities and assuring that legal board operational processes and procedures are followed. In addition, the employee serves as Executive Assistant to the County Manager responsible for a variety of administrative and administrative support work. Work includes the application of considerable judgment and the coordination of work with others. The employee develops office management and calendaring systems and establishes administrative functions and routines. Work requires a high level of discretion and application of administrative and office management skills; often work requires the use and handling of confidential information. Work is supervised by the County Manager, and is reviewed through conferences, observations, review of completed work, and overall flow of information and work projects completed. The employee is appointed to the Clerk role by the Board of County Commissioners.

Duties and Responsibilities

Prepares agendas for Board meetings in consultation with the County Manager; gathers information for agenda packets, notifies Commissioners, County staff, news media and other interested parties of dates and times of Board meetings; may administer oaths of office.

Attends all Board meetings and hearings; records, writes, publishes and indexes the official minutes and records of the Board of Commissioners; prepares follow-up correspondence to notify departments and/or individuals of actions of the Board.

Serves as official custodian of the County seal; maintains records of County appointed boards and commissions and tracks needed appointments and tenure; prepares letters of appointment and re-appointment.

Performs a variety of administrative duties for the Chairperson, Board members, and the County Manager, including independent composition, notes, correspondence, follow-up to Board actions, processing and maintaining contracts, maintaining general and special events calendars, answering surveys, tracking committee appointments and terms, coordinating various special meetings, and conducting independent research and completion of information required; makes travel arrangements.

Prepares and places notices and legal advertisements.

Schedules meetings and prepares necessary support information for such meetings; calendars a variety of due dates and deadlines; ensures that these are met.

Assists the general public, County officials, and other departments by providing and interpreting a wide variety of information on the general operations and procedures in County government.

Prepares and sometimes composes a variety of detailed resolutions, proclamations,

ordinances, contracts, legal notices, official correspondence to legislators, reports, etc.

Maintains confidential information and files, as necessary and required.

Works with the County Attorney on a variety of legal requests, issues, and contract and bond requirements.

Coordinates information to news media and social media outlets.

Administers special projects for Board and County Manager; assists with administering CDBG grants; processes annual beer and wine licensing renewal.

Provides or supervises administrative support for other County departments as needed.

Fills in for other administrative support staff.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of County Clerks.

Thorough knowledge of the organization and functions of the Board and County government.

Thorough knowledge of County functions, policies, and procedures.

Considerable knowledge of the application of office technology including knowledge of word processing and specialized software applications.

Considerable knowledge of standard modern office administrative practices, procedures; and of the principles of grammar, spelling, and composition.

Working knowledge of the organization's budgeting, purchasing, and personnel practices.

Ability to take notes of official meeting proceedings and to prepare accurate minutes reflecting the actions taken.

Ability to organize and plan work to meet deadlines and a variety of needs of County officials and the County Manager.

Ability to develop and maintain a variety of productive and cooperative work relationships external and internal to the County.

Ability to research, interpret, and compile records, reports, and a variety of data into required formats or established forms.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to

operate a computer terminal, and to perform extensive research and reading.

Desirable Education and Experience

Graduation from a community college with an associate degree in business or public administration, finance, paralegal technology, or related degree and considerable advanced journey level administrative experience; or an equivalent combination of education and experience.

Special Requirements

Willingness to attend and successfully complete courses from the Institute of Government towards certification as Clerk to the Board; and to become certified by the International Institute of Municipal Clerks (IIMC).