

## FERRY COUNTY JOB DESCRIPTION

**JOB TITLE:** Clerk of the Board/Office Manager

**SUPERVISION:** Under direction of the Board of County Commissioners the Clerk of the Board works with minimal supervision or direction to accomplish tasks. Supervises Deputy Clerk of the Board and Maintenance Director.

**SUMMARY:** Works independently in the planning, organization and supervision of daily operations of the Commissioners' Office and the development of office procedures. Serves as communication liaison to other County departments, media, local, state and federal agencies and the public. Exercises judgment in determination of various day-to-day problems/issues which do not involve major deviation from established policies and procedures. Participates in appropriate training and educational opportunities, including attendance at conferences and seminars.

**SCOPE OF RESPONSIBILITY:** Full responsibility for the efficient and effective performance of the administrative and technical operations of the Commissioners Office. Plans, schedules and directs activities of employees of lower classification; makes recommendations to the Board of Commissioners regarding personnel matters such as hiring, promotion and disciplinary actions for the departments this position supervises. Must have extensive knowledge of administrative secretarial practices with considerable latitude for independent judgment and action. Must have extensive knowledge of legal requirements related to processing of official actions taken by the Board, records management, public notices, Open Public Meetings Act and Public Records Disclosure; document composition; budgeting; policy interpretation; leadership and public relations; and contracts.

### **TYPICAL DUTIES:**

**Board Meetings:** Prepares agendas for the meetings. Reviews all documents for legal sufficiency or referral to Prosecuting Attorney for review and approval. Receives and holds bids for proposed county projects. Records and prepares minutes of all Board meetings. Attests, seals and processes all documents approved by the Board. Disburses copies of documents to appropriate parties. Serves as Board of Commissioners official representative at meetings and functions the Board is unable to attend.

**Document Preparation:** Researches and drafts resolutions, ordinances, contracts, leases for submission to the Prosecuting Attorney for review, revision and approval. Prepares correspondence on behalf of the Board to staff, citizens, local, state and federal agencies and state and federal legislators.

**Commissioners Records:** Manages and maintains all official records of proceedings and actions of the Board of Commissioners, Board of Equalization and Water Conservancy Board. Provides access to the public records as required by the Public Records Disclosure Act. Monitors and administers contracts, agreements and leases for compliance with local, state and federal laws; expiration dates; satisfactory completion, payments, etc. Maintains the Commissioners' files. Maintains current lists of boards, commissions and committees appointees, monitors status of appointments and term expiration dates.

**Petitions/Complaints:** Receives and processes petitions and complaints for resolution or referral to the appropriate departments.

**Budgets:** Develops and administers budgets including but not limited to the Commissioners, Board of Equalization, Civil Service, Miscellaneous Non-Departmental, Water Conservancy Board, Tourism, Tourism Watershed, Tourism KRAB, Title III, Management Information

Systems, Distressed Areas, County Capital Improvements, TEDD Economic Development, Herron Creek Property, Courthouse Building Fund, Medical Trust Fund, and Conservation Futures. Assists the Board in preparation of the annual County budget.

Board of Equalization Clerk: Prepares notifications and sets deadline for timely filed petitions. Receives petitions, assigns case numbers, schedules hearings, and notifies petitioners of hearing dates. Assists petitioners with correct preparation of appeal forms. Processes all documents, providing copies to appropriate parties. Maintains records of petitions received and actions taken. Prepares agendas and minutes of hearings.

Water Conservancy Board Clerk: Prepares meeting notifications and meeting agendas, minutes and correspondence on behalf of the WCB, administers WCB budget, assists WCB in compliance with Open Public Meetings Act and Public Records Disclosure, disburses water transfer applications and related documents, maintains all records, attends trainings as required by state law, provides public records on a monthly basis as requested by interested parties.

**QUALIFICATIONS:** Position requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description. High school diploma or equivalent, plus two years of higher education, and prior experience of at least two years or more in secretarial or advanced clerical work and office management or progressively responsible experience in the department is required. Knowledge of legal requirements related to processing of official actions taken by the Board of Commissioners. Requires extensive knowledge of modern secretarial and administrative procedures, practices and policies, and use of office hardware and software including but not limited to the computer, word processing, spreadsheets, databases, accounting, data entry, 10-key calculator, telephone system, email and internet, and basic office skills.

**ESSENTIAL REQUIREMENTS:**

- Individuals assigned to this classification work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including discharge.
- Demonstrated knowledge of modern secretarial and administrative procedures and practices: Ability to take detailed and accurate notes and minutes. Typing, computer (word processing 35 WPM, spreadsheets, indexing, email), composition, accounting, filing research, personnel records, organizational skills, and operation of standard office machines.
- Ability to work independently, without direction, and to exercise judgment in resolution of daily problems/issues.
- Ability to conduct research, gather and analyze information and data and prepare reports.
- Ability to research and interpret laws related to issues under consideration by the Board of Commissioners.
- Ability to communicate effectively and professionally in writing, orally and through email.
- Ability to make independent decisions in accordance with established guidelines; to use initiative and judgment in carrying out tasks and responsibilities without instruction and guidance.
- Ability to use judgment and tact in dealing with the public, media and local, state and federal level agencies and officials.
- Ability to maintain confidentiality in personnel, litigation and other sensitive issues.
- Ability to maintain harmonious relationships with other employees, officials and the general public.
- Individual is required to dress in a professional manner.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

Approved on this 19<sup>th</sup> day of December 2011.

BOARD OF FERRY COUNTY COMMISSIONERS

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BRAD L. MILLER, Chairman

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DATE

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE