JOB DESCRIPTION: **BOARD OFFICE ADMINISTRATOR**
DATE: 10/11/2012

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Board of Commissioners	CLASSIFICATION:	018
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E03
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Provide advanced administrative support to Board of County Commissioners. Perform other duties assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide administrative support to the Board of County Commissioners, to include extensive contact/interaction with the public; agencies; businesses and other County departments; acting diplomatically as a representative of the Commissioners; organize all aspects of the Board's office, calendars, contacts and meetings to ensure smooth and efficient operation, author correspondence, memos, reports and other documents. Responsible for the management and oversight of the daily administrative operations of the Board's Office.

Perform all duties as required by the position of the Public Records Custodian, by responding to requests for public information, to include: sole contact with the public requesting public records; determine and contact appropriate departments for requested information and cost estimate, monitor timely response; coordinate with Counsel's Office for determination of exempt records; on-going communication with requestor; prepare records for inspection or copying; monitor inspection of documents; prepare invoices and ensure payment; prepare denials of public records request when warranted; work to ensure satisfactory and timely response to request.

Coordinate and prepare all Board meeting agendas through contact with various departments and other agencies; ensure final agendas are posted on County website. Work with County Counsel's office to ensure legal review of all documents before Board approval. Attend Board meetings, prepare the minutes and, once approved, post on the County website and distribute.

Obtain Board/agency signature on all approved documents and scan for proper retention and disbursal to appropriate departments/agencies. Monitor all documents in tracking system to ensure return and proper recording.

Coordinate schedules, events, travel arrangements, conference registrations, prepare informational packets as needed for each County Commissioner.

In accordance with statute, organize, stamp and index all documents approved by the Board for filing in the Commissioners' Journal held by the County Clerk.

In accordance with statute, send monthly procedures to all County libraries, publish notice in newspaper and post on County bulletin board.

Process Social Gaming Licenses and OLCC Liquor License application renewals/new ownerships/changes and schedule for Board action.

Maintain record of all County committees appointed by the Board of Commissioners, including names and contact information of membership. Monitor terms of office and, as necessary, seek committee recommendations, advertise for vacancies, schedule applicant interviews with the Board and ensure appointments/reappointments are scheduled for approval.

Schedule all public hearings before the Board, and as set by statute, prepare all hearing notices for publication and mailing, to include the outline of appropriate criteria to be met in land use matters, prepare hearing packets for the Board, updating as necessary. Ensure that the Notice of Final Decision is prepared and mailed to the appropriate parties within the statutory time frame.

Update the Board of Commissioners' webpage on County website as needed.

Work with the Finance Director to coordinate budget meetings, hearings and notices. Set up and attend each budget meeting/hearing, prepare minutes and post on the County website.

Handle organization and payment of all claims, invoices and individual expense accounts.

Coordinate the schedule for all meeting rooms in the Courthouse.

Represent the Board of Commissioners at designated functions, including gathering donations and contributions from various local businesses for the AOC conference; attend and act as County representative at conference event. Organize the annual "Giving Tree" each holiday season, choosing the charity and ensuring proper delivery of all donations, as well as other various County functions.

Develop and recommend policies, procedures and office standards and practices for more efficient departmental operations.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. Position will occasionally have responsibility for coordination of temporary/volunteer help.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Board of Commissioners who provide policy and administrative direction and review performance. This position is subject to the direction of the entire Board and is not subject to the direction of any individual Commissioner unless explicitly directed to do so by a public decision of the Board.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in business, office management, bookkeeping, accounting or related field. Four years of progressively responsible experience in office management, accounting or bookkeeping or as an executive assistant. Any satisfactory combination of experience and training which provides the required knowledge,

skills and abilities may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices; operation of standard office equipment. Strong familiarity and skill with the use of computers and business software.

Ability to work effectively for and take direction from an elected multi-member committee. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the issues and matters which may be encountered.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.