



PRINCE GEORGE COUNTY, VIRGINIA

October 2018

CLERK TO THE BOARD OF SUPERVISORS

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under the direction of the County Board of Supervisors and in accordance with policies and procedures established by the County Administrator and Board of Supervisors, serves as Clerk to the Board of Supervisors and associated support to County Administration. Thorough knowledge of the function and organization of County government is required. Position necessitates the signature and attesting of legal documents and often serves as an initial point of contact for citizens and administrative staff regarding the business of the Board of Supervisors. The Clerk advertises, attends and assists with the organization of Supervisor's meetings, work sessions, and special called meetings, thereby maintaining all official records; maintains Notary Public status and Certification. Manages the day-to-day tasks of the position with little supervision and direction; does related work as required.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Perform full range of duties as required to execute the duties of Clerk to the Board of Supervisors in a timely fashion and with a high degree of accuracy;

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates the preparation of Board packets, agenda items, meeting minutes, legal advertisements, and related official records;

Serves as a reference for information and accurate application of the Code of Virginia for documents and Board/County matters (i.e. determine proper dates for public hearing advertisements, how a special meeting of the Supervisors is promulgated, when and how a Closed Session may be held, annual disclosure filing forms for elected/appointed officials as required by Virginia State Code, and the monitoring of Boards, Commissions and Committees as to membership, terms of appointment, resignations, oaths of office and talent bank of persons applying for appointment);

Responsible for accuracy of format, grammar, process, procedure and Virginia Code information used in executive summaries and ensures that all information is compiled in a complete and timely manner. Position provides support to Administration and County Departments to ensure proper protocol of local, state, and federal ordinances;

The Clerk works to ensure Board member inquiries are answered, thereby providing applicable research and information. Position organizes all meetings including scheduling the venue, equipment, paperwork and meals as required. Responsible for transcribing, distributing and accurately filing and maintaining meeting agendas, minutes, and support documents. Records Management of all Board information and County legislative records required;

Assist the Board of Supervisors, County Administration and legal counsel with research, documentation and correspondence. Maintains excellent relations with all departments and employees while maintaining strict confidentiality;

Maintains up-to-date membership directory of local officials, boards and commissions and expiration terms for appointment/reappointment;

Coordinates Board legislative and business calendars, and other necessary advertisements for Board business;

Receives, investigates, and reports citizen complaints or inquiries. Receives requests for Proclamations and prepares paperwork and plaques for approval by Board of Supervisors;

Coordinates the distribution, filing and maintenance of annual Financial and Disclosure Statement notices to staff, board and commission members, maintains and updates records for archival;

Prepares and develops agenda, executive summaries, and consent agendas items for upcoming Board meetings and ensures accuracy of information and timely distribution; prepares ordinances, resolutions after approval for signature and maintains resolutions in files, prepares public hearings notice of advertisements per State Code;

Prepares follow-up correspondence and tracks items for Board meetings; Composes and prepares the Board minutes for

approval; maintains the minutes in the Official Order Book; prepares minutes and documents to make available to the general public; and web listing; Responsible for codification of County Code and its distribution; Notarizes papers and contracts initiated by the County and certify official documents required for court hearings, recordation, etc.; Prepares letters, memorandums, reports, etc. for County Administration or each individual Board member as directed; Assists with receptionist and clerical duties, as needed; Prepares Supervisor's Board Room for meetings; Ensures the availability of the Supervisor's Official Record Books and does research of records for administration, public, etc.; Responsible for the processing of applications, fee collection, and the subsequent Board issuance of various County permits and applications as required by County Code (i.e. special events); Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment; Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles and concepts of public administration. Considerable knowledge of standard office procedures and practices. Knowledge of Virginia statutes authorizing the County to govern and the organizational structure of the County. Demonstrated ability to communicate effectively to maintain good working relationships with County Officials, Co-Workers, Department Heads and the General Public. Demonstrated ability to organize and prioritize multiple tasks and to exercise initiative and discretion. Ability to use general office equipment including a personal computer, laptop and related software packages (i.e. MS Office Suite).

Must possess the ability to compile and analyze facts and specifications and to make sound decisions; the ability to express ideas clearly and concisely, orally and in writing; extensive typing ability; the ability to establish and maintain effective working relationships with County employees, supervisors and the general public. Must be able to exercise sound judgement, demonstrate sensitivity and responsiveness and a high degree of organization to respond to a fast-paced work environment; Must have the ability to establish and display excellent customer service and human relation skills at all times with County officials, employees and the general public and the ability to incorporate positive working roles and responsibilities in job performance, and apply them throughout the organization while maintaining strict confidentiality of issues.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's Degree in public administration, political science, public policy or an equivalent combination of applicable government experience (preferably County or Municipal) entity.

SPECIAL REQUIREMENTS:

Licenses and Certificates – Requires Certified Municipal Clerk (CMC) 3-Year Certification Class Program & Master's Certified Municipal Clerk (MCMC) Certification Class Program. Certified Municipal Clerk designation within three (3) years of employment and prefers a Master's Certified Municipal Clerk designation within eight (8) years of employment. Must be a Notary Public.