

King William County, Virginia presently accepting applications for Executive Assistant/Deputy Clerk to the Board of Supervisors. Position Description available following this page and on-line at www.kingwilliamcounty.us/departments-and-services/human-resources. Salary Grade N18 \$38,651 - \$54,111. Applications (form available from King William website above) with resumes and references accepted until position filled. King William County an Equal Opportunity Employer.



County of King William County, Virginia
Est. 1702

POSITION DESCRIPTION

Executive Assistant/ Deputy Clerk to the Board of Supervisors

Grade N18

Department: Administration

Approved: DRAFT

General Description of Duties

The Executive Assistant/Deputy Clerk to the Board of Supervisors provides administrative support to the County Administrator and Board of Supervisors with the day-to-day operations of the King William County government at an advanced level. The position is responsible for posting and preparation of Board meeting agendas in compliance with statutory and other requirements; prepares Board Minutes and maintains the official records of the Board of Supervisors and other bodies of the County government as directed; prepares advertisements for public hearings and other notices; composes and generates correspondence, memoranda and reports for the County Administrator and others as directed, addresses inquiries from the general public and assists the County Administrator with special projects. This position serves as the County's Records Manager for the Virginia State Library and Archives and may serve as the County's Freedom of Information Officer. Performs other related duties as directed. Work is performed with a moderate degree of latitude for independent judgement and action Regularly-scheduled and periodic evening work and infrequent weekend work is required. The position reports to and works under the direction of the County Administrator.

Essential Functions

- Attends all Board of Supervisors (BoS) meetings, recording Minutes of deliberations, actions and votes on behalf of and under the direction of the County Administrator in his/her capacity as Clerk of the Board. Maintains permanent records of BoS meetings and prepares official Minutes. Sets up meeting rooms and notifies BoS members of meeting locations. Notifies departments/agencies of BoS actions through both oral and written communications.
- Prepares BoS agendas and notices for public hearings. Copies required documents and assembles agenda packets for BoS members, designated staff and other attendees. Distributes and delivers agenda packets as directed.
- Prepares advertisements/notices for BoS and other meetings and the County Administrator.
- As directed by the County Administrator, may provide similar services as above to other County bodies.
- Maintains and distributes updates to the King William County Code as directed by the County Administrator or County Attorney.
- Serves as County Records Manager for the Virginia State Library and Archives and stays current with respect to training and statutory requirements and changes.

- Develops County administrative policies with respect to and manages County's records retention program to ensure compliance with applicable statutes. Provides training to County employees concerning the program and monitors compliance with program requirements, reporting issues to the County Administrator, department heads and other County officials as directed.
- Answers general inquiries from the public regarding activities of the BoS, County Administrator and other bodies with which the position is involved.
- Schedules appointments for the County Administrator and maintains master calendar of meetings and events for both BoS and County Administrator. Handles meeting/conference registrations and related travel and lodging arrangements, reservation of County fleet vehicles, etc. for BoS members, County Administrator and others as directed.
- Composes and generates correspondence, notices and reports. Compiles information for staff and other directories, maintains accurate records and files, and maintains a high level of confidentiality.
- Assists County Administrator with special projects and activities. Compiles, copies, and distributes information as directed.
- Purchase and maintains office and related supplies and materials for BoS and County Department of Administration (Office of County Administrator).
- May regularly attend various staff, committee, group or other meetings/functions, set-up meeting rooms and prepare meeting Minutes or notes as directed by the County Administrator.
- If designated by the BoS, serves as the County's Freedom of Information Officer pursuant to state statutes and responsible for FOIA compliance and responses.
- May provide administrative support to other staff as directed by the County Administrator.

Secondary Functions

- Acts as backup to the Executive Assistant – Operations for interoffice mail distribution and mail delivery to Post Office as needed.
- Acts as backup to the Executive Assistant – Operations for routine County website updating and maintenance.
- Develops functional expertise in operation of main photocopier(s) and telephone system serving County Administration Building; provides training and assistance to staff as needed.
- Coordinates and/or provides assistance as needed for various staff-related and other events.
- Exercises oversight responsibilities over various meeting rooms and other spaces within County Administration Building as assigned by the County Administrator.
- Maintains inventory and catalogue of master keys/access codes to all County buildings and facilities.
- Performs related duties as directed by the County Administrator.

Minimum Education, Training & Experience

- Associate's degree with a minimum of three (3) years' experience in a similar position(s), with preference for experience in taking Minutes involving public or corporate bodies.
- Experience and/or training that include office procedures, use of modern office equipment and computer software and employment within a demanding work environment.

Preferred Training & Experience

- Designation as Certified Municipal Clerk by the Virginia Municipal Clerks Association or obtain certification within time period approved by the County Administrator.
- Meet qualifications to become a Notary Public for the Commonwealth of Virginia.
- Administration experience in local government as a municipal recording clerk or employment with the office of an executive/chief administrative official (public or private sector).
- Training and certification as available or required in records management through the Library of Virginia within time period approved by the County Administrator.
- If designated as County FOIA Officer, training and certification as available or required through the Virginia Freedom of Information Council or other appropriate sources as directed by the County Administrator

Other Position Requirements

- Must possess and maintain Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicles is required).
- Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word, and use of Adobe PDF or similar software.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Ability to take handwritten notes clearly, rapidly and accurately.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

Environmental Factors: Tasks are regularly performed in a modern office environment without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

NOTE TO POSITION APPLICANTS: This Position Description is presently a working draft subject to further modification prior to and following filling of the position.