



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:
Clerk to the Board

An Equal Opportunity Employer

POSITION #: 890026

DEPARTMENT: EXECUTIVE MANAGEMENT

SALARY: \$77,551.50 - \$131,683.50 Annually

OPENING DATE: 10/15/18

CLOSING DATE: 10/29/18 11:59 PM

INTRODUCTION:

Do we need a board resolution? Can I change my vote? How many weeks notice do we need to give for a public hearing? Who is this Robert guy what are the proper rules of order? If you are able to answer these questions please apply to be our next Clerk to the Board of County Supervisors. We cannot do this without you!

Making meetings run smoothly is a thankless job at times, but if you love to make the wheels of government turn smoothly, we have a great opportunity in Prince William County, Virginia. This individual is responsible for managing all the logistics of official meetings – especially meeting legal requirements, rules of procedure, and recording and managing official records. As the official keeper of the County Seal, the Clerk is also responsible for certifying official government records and correspondence on behalf of the Board of County Supervisors. Lastly, the clerk serves as the liaison to each of the eight Board of County Supervisors' offices to assist them with management and operational issues.

ENTRY SALARY RANGE: \$77,551.50 - \$104,617.50

TYPICAL TASKS:

Prepares agendas for Board meetings, including gathering information, notifying the Board of meeting dates and requirements, and assuring that County staff, and the general public are aware of dates and times of Board meetings.

Manages logistics related to official Board meetings and special events including: reserving appropriate space, technology needs, refreshments, invitations, etc.

Announces and records votes on Board ordinances, resolutions and other official actions;

Maintains the official meeting and work session schedules for Board of County Supervisors;

Drafts and maintains official minutes;

Provides guidance to department directors and other staff in scheduling items on the Board's

agenda;

Advertises public hearings, special meetings, land use ordinances, code amendments, board meetings, etc. in accordance with the law and policy; Manages official records for Board of County Supervisors and County Executive to include resolutions, ordinances, information pertaining to the

County's various Boards, Commissions and Committees, and other vital historical documents in accordance with Virginia law and organizational policies;

Coordinates timely staff response to Board and County Executive direction;

Manages Clerk's Office staff to include selection, training, evaluation and daily operations;

Manages submission and maintenance of financial disclosure forms as required by the Code of Virginia;

Serves as liaison to Board Aides;

Arranges, upon request travel, accommodations and other needs for Board of County Supervisors and County Executive and staff; Certifies all official documents of the Board of County Supervisors;

Serves as keeper of the Seal, and executes bonds, ordinances, resolutions and official documents of the County; Serves as the government liaison for emergency management situations.

To view the full job announcement and apply online please visit our career page at:

<http://www.pwcgov.org/pages/careers.aspx>

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