



**COUNTY OF KING WILLIAM, VIRGINIA
COUNTY ADMINISTRATION**

JOB DESCRIPTION

Job Title:	EXECUTIVE ASSISTANT / DEPUTY CLERK TO THE BOARD OF SUPERVISORS
Position Class:	Administrative
Pay Grade:	N18
Exempt Status:	Non-Exempt
Salary Range:	\$38,651 - \$54,111

GENERAL DESCRIPTION:

This position provides skilled clerical and administrative work for the County Administrator, Deputy County Administrator, and the Board of Supervisors. This position deals with confidential and sensitive information and situations. It is a highly visible position that interacts with the County staff, elected officials, and citizens on a daily basis. This position serves as the County's records Manager for the Virginia State Library Archives and is the Freedom of Information Act Coordinator for the County. This position reports to and is supervised by the County Administrator.

ESSENTIAL FUNCTIONS:

- Records, transcribes, distributes and maintains accurate and up to date records of all Board of Supervisor proceedings as required by the Code of Virginia and the by-laws adopted by the Board of Supervisors, including, but not limited to minutes, resolutions, and ordinances; provides staff support for the other boards and commissions as assigned. Regular attendance at all board meetings is required.
- Assembles background materials and prepares the agenda and other related materials for the Board meetings according to the schedules established by the County Administrator; records the status of and changes made during agenda preparation and other county projects; composes draft resolutions and ordinances for review by the County Administrator; prepares legal advertising for Board of Supervisors meetings.
- Manages the transfer of County information to the public through the County website and other social media platforms.
- Maintains accurate membership rosters for all state required boards and commissions.
- Serves as Records Officer for the County; serves as the FOIA Coordinator for the County; records and prepares official documents and materials; ensures compliance with public records access and retention requirements.
- Ability to research, interpret and understand complex matters related to local government principles and practices.
- Conducts research and compiles a variety of materials for reports; prepares and delivers presentations related to county administrative functions; drafts documents requested by the County Administrator; completes special projects as assigned.

- Answers questions from the public, in person and by telephone; responds to inquiries from staff, residents, press and others and refers them to the appropriate person.
- Ensures business continuity by delegating or transitioning responsibilities during absences.
- Keeps ordinances updated and current in Municode.
- Electronically catalogs all Resolutions passed by the Board of Supervisors in a searchable format.
- Coordinates Board members registration, travel, and attendance at conferences. Assists in submission of expenses for attendance.
- Supports Board members administratively in preparation of materials for meetings.
- Serves as County website administrator.
- Files and maintains, in a secure manner, copies of agreements entered into by the Board of Supervisors and/or County Administrator and signed by the County Administrator.
- Witnesses, signs, and notarizes official County documents.
- Performs other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Capable of attending evening meetings.
- Thorough knowledge of technology; standard office practices, procedures and equipment, Microsoft Word and Outlook; typing, business English, spelling. Excellent writing skills a must.
- Familiarity of local government organization and functions. Familiar with Robert's Rules of Order
- Ability to comprehend and apply rules from the Freedom of Information Act and Virginian Records Retention Act properly.
- Demonstrated ability to work under deadlines, multi-task, maintain detailed records; perform independently; manage time; communicate effectively, both orally and in writing.
- Establish and maintain effective relationships with the Board, County staff, and the general public; to deal with the public courteously and tactfully in all circumstances; and to use discretion.
- Ability to conduct research and write accurate reports.
- Ability to be flexible.
- Attention to detail.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Professional certification as a municipal clerk is highly desired. A minimum of five (5) years of relevant experience providing an extensive range of professionally responsible administrative and professional support to high-level executives. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems. Knowledge and level of competency commonly associated with completion of skills typically associated with an associates or baccalaureate degree.

PHYSICAL REQUIREMENTS:

Duties are normally performed in an office setting in a seated position where no hazardous conditions are prevalent. Job may require frequent standing, walking bending stooping and occasional lifting of office items up to 30 pounds in weight. Frequent sustained operation of office equipment is required.

OTHER POSITION REQUIREMENTS:

- Must possess and maintain Virginia Driver's License.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**Potential candidates will be required to complete drug testing, driving and background screening.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.