



CLERK TO THE BOARD OF SUPERVISORS

General Description: This is a high-level administrative position. Under general supervision, performs work of considerable difficulty in managing and coordinating the functions of the Board of Supervisors; performs related work as required.

Organization: The Clerk of the Board reports directly to the Deputy County Administrator and supervises no staff. May be called upon to train, assist or recommend assignments and other duties for support personnel through their supervisor.

Essential Functions:

- Coordinates meetings and schedules of the Board of Supervisors, to include preparation and distribution of meeting agendas, working with County departments on agenda items as necessary, attending meetings, and preparing, distributing, and uploading Board meeting minutes.
- Organizes and prepares items of business, documents, agendas, and supporting materials for meetings.
- Coordinates, organizes, and manages the tracking of Board committee appointments and term limits.
- Oversees the recording and live-streaming of the board meetings and other special meetings.
- Oversees the preparation, preservation, distribution, and management of official records or public meetings of the board.
- Prepares and publishes required legal notices of public meetings and hearings.
- Maintains database of board committee appointments.
- Provides customer services by answering the phone, responding to inquiries, and greeting visitors.
- Assists with the follow-up to actions taken at meetings.
- Coordinates special projects.
- Maintains all executive and administrative files.
- Serves as support staff on appropriate committees, as required.
- Performs related work as assigned.

Knowledge, Skills and Abilities: Proficient in business/office practices and procedures, required. Effective and precise oral and written communication skills, required. Ability to work independently with minimal direction or guidance and to maintain confidentiality, required. Must be computer literate, preferably in Microsoft Office. Excellent typing and math skills, required. Working knowledge of or the ability to learn the policies and procedures of and the services provided by the office to which assigned. Ability to establish and maintain effective working relationships with the public,

government officials and other employees, required.

Education, Experience and Training: High school diploma or equivalent with supplementary training in typing and word processing required (college degree preferred) with five (5) years of clerical support experience, including progressive responsibilities in an advanced administrative support position required – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Hiring range is \$60,000 - \$75,000, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.