

JOB DESCRIPTION
Essex County, VA

Job Title	Assistant to County Administrator -Deputy Clerk to the Board of Supervisors
Department	County Administration Office
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Office Associate

JOB SUMMARY/PURPOSE

The purposes of this position are to provide administrative and professional services and related work products to support the County Administrator and the Board of Supervisors. The position is required to exercise good judgment in administering the office to relieve the County Administrator of administrative details by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by handling numerous special projects; by preparing and compiling correspondence, agendas and reports; by initiating communications with the involved parties and staff to facilitate follow up and resolution of complaints. The Assistant to County Administrator – Deputy Clerk to the Board of Supervisors is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs administrative duties and support in maintaining records and documents for the Board of Supervisors and the County Administrator in compliance with the Virginia Public Records Act;
- Drafts and prepares documents, memoranda, general correspondence, and other related documents;
- Prepares and compiles Agenda Packages for the Board of Supervisor with the County Administrator; attends BOS meetings to take notes on items for follow up; proofread minutes of BOS meeting for accuracy;
- Provides follow-up and dissemination of specific Board actions, information and directives to the appropriate officials; follow-up on citizens request and track resolution of issues;
- Prepares and distributes legal notices and advertisements for public meetings and hearings, and ensures legal requirements are met for posting public notices;
- Originates and types materials that require the use of a variety of complicated formats to prepare correspondence, minutes, resolutions, public notices, recruitment advertisement reports, invoices and other related documents;
- Researches and compiles data using the internet such as, legislation, special projects and topics of interest; prepares documents for Deputy County Administrator;
- Assists in the preparation of the annual County budget document; sets up meeting with County Administrator and Department Heads; maintains records of budget process;

- Process invoices and track expenses on special projects;
- Assists County Administrator with preparation of Bid or RFP's documents, assists with monitoring contracts approved through bid process;
- Greets callers, answers questions over the phone and in person, assists visitors and directs them to the proper source for information, provide copies of documents as requested;
- Supervise Office Associate and assign tasks and completes work during absences;
- Coordinates meetings of various organizations; organizes CAO schedule;
- Assists other departments/commissions with meeting planning;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with county administration trends and regulations;
- Consistent on-site/ and on-time attendance is essential for this position based on assigned schedule

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associates Degree in public or business management with over 5 years of in office management, government experience or regulations administration; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job,

Licenses or Certificates:

- Notary Public.

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, equipment, and clerical techniques;
- Knowledge of public service practices and ability to learn state and local regulations;
- Thorough knowledge or ability to learn the effective maintenance of records, confidential documents and official records under FOI regulations
- Ability to understand policies and procedures and to be able to explain them;
- Ability to work independently;
- Deals tactfully and courteously with the public; excellent customer service skills;
- Ability to type accurately and perform filing duties;
- Ability to make computations with speed and accuracy;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask
- Ability to maintain effective working relationships with contractors, citizens, departmental staff, employees, and representatives of public agencies and public officials.
- Ability to proofread;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce documents that accurately convey information
- Ability to make sound judgments and decisions based on established state and local policies and procedures;

- Ability to create technical reports using basic math, budget and statistical skills;
- Ability to use Windows-based software (e.g. Word, Excel, Power Point).
- Ability to understand and follow oral and written instructions;
- Ability to maintain and protect confidential information;
- Ability to set priorities, organize work, and complete tasks efficiently and accurately;
- Ability to maintain motivation, composure, and self-esteem in stressful situations;

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions-when driving		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, recording equipment, copier, scanner, fax				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

