

Mathews County, Virginia

Position Description

Job title	Senior Executive Associate/Deputy Clerk to Board
Reports to	County Administrator
Department	County Administration

Job Purpose

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the county government. Serves as Deputy Clerk to the Board of Supervisors.

Duties and Responsibilities

Primary responsibility includes acting as primary point of contact for the office. Answers and directs all incoming calls. Performs routine clerical and administrative work in general office management. Receives and directs the public. Provides excellent customer assistance. Always exhibits professional front office demeanor. Responsible for the opening of the County Administrators office during normal office hours.

Prepares, reviews, and edits a variety of studies, reports, and related information for decision-making purposes, including general correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves as Records Management Officer for the department. Establishes and maintains filing systems, control records and indexes using moderate independent judgment. Responsible for maintaining the electronic filing system including scanning all related material utilizing the Laserfiche Document Management program. Manages records management system, including proper retention, destruction, and reporting of destruction records to the Library of Virginia.

Maintains directory of Board of Supervisors, boards, commissions, committees, etc.

Investigates and follows-up on citizen requests for service, complaints, and requests for information. Assists with requests for information or research on a variety of issues.

Serves as designated F.O.I.A. Officer. Receives and responds to requests and maintains records and documentation for such requests, as required by law.

Posts agendas, meeting minutes, changes in various boards and commissions members, business calendars, and any other information, as necessary, to effectively maintain website data as current and relevant. Provides support and assistance with updating web page to ensure information is available to the Public. Assists with posting of all finance related documents in a timely manner. Works with other departments to obtain necessary information and to address inconsistencies in published content. Responsible for maintaining government wide calendar of official meetings, as well as County website

calendar and digital agenda meeting calendar; serves as reservationist for County owned resources such as the historic courthouse, conference rooms.

Make reservations and travel arrangements for meetings, seminars, and conventions, as needed.

Demonstrated ability to maintain strict confidentiality in all matters related to the office.

Serves as Deputy Clerk to the Board of Supervisors. Attends all meetings of the Board of Supervisors, records meeting action, prepares concise minutes for all meetings attended; follows up on Board related action, as necessary. Assists with broadcasting all Board of Supervisors meetings. Assists with ordinance codification.

Prepares Board of Supervisors agendas, background documentation, pre- and post- Board meeting correspondence; legal notices; press releases, etc. Provides constituent services to Board of Supervisors members.

Assists in the preparation and responsible for publishing Board of Supervisors electronic agenda packets, pre-and-post Board meeting correspondence, legal notices, press releases, etc.

Assists in the preparation of drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Maintains a record of all Ordinances, Resolutions, Contracts, Agreements, Deeds, Easements approved or adopted by the Board of Supervisors and policies written by the County Administrator.

Provides Information Technology support to staff, Board of Supervisors, and contracted IT services. Plans departmental operation with respect to technology equipment, and apparatus; supervises the implementation of such plans. Evaluates the need for and recommends the purchase of new equipment and supplies. Serves as Information Technology Coordinator

Responsible for managing the County's regular telephone account. Submits changes in service, cancellations of service and reconciles invoices.

Peripheral Duties:

Serves as back-up support for Accounting Analyst

Serves as back-up support for payroll

Serves as back-up to County Administrator and Human Resource Analyst for Human Resource related issues.

Provides clerical support, office coverage and telephone coverage to other departments as required. May assist other employees in performance of duties.

May be required to attend seminars and workshops related to duties and responsibilities.

Performs other duties as assigned.

Serves as Notary Public.

Qualifications

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- B. Two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- B. Skill in operating listed tools and equipment.
- C. Ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

Special Requirements:

Valid Virginia Driver's License

Notary Public for the Commonwealth of Virginia

Member of the International Institute of Municipal Clerks and the Virginia Municipal Clerks Association, and the ability to complete the Certified Municipal Clerk's program within five (5) years of employment.

Working Conditions

Tools and Equipment Used:

Typing. Personal computer in a Windows Networking environment, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, fax, copy machine and postage machine.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Works with departments as necessary in advertising all Board and Commission position vacancies to include collecting and compiling completed applications.
- Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties (FOIA & RECORDS RETENTION) for conformance with policies and procedures.
- Advertises for job openings, collects applications
- Maintains official copy of County's Code of Ordinances; submits newly adopted legislation to third party vendor for codification.
- Serves as Custody of County Seal, acts as County Notary.

Approved by:	
Date approved:	<i>June 2022</i>
Reviewed:	