



Class Title
Position Number
Department
Supervised By

Secretary to the Board
606
County Administration
Assistant County Administrator

Nature of Work:

Performs experienced administrative support work for the County Board of Supervisors. Handles sensitive and controversial matters with limited supervision. Provides guidance and makes daily work assignments to other clerical employees as needed.

Primary Duties:

- Serves as first point of contact with the public and internal customers, both in person and over the telephone and internet. Deals with public relations issues courteously, tactfully and confidentially as needed.
- Prepares and distributes Board of Supervisors agenda packets and materials to Board, staff, and media.
- Takes complex notes; composes minutes; maintains records and permanent files in accordance with applicable laws and regulations; composes and prepares correspondence for supervisors/chairman signature; informs appropriate parties of actions taken at meetings.
- Prepares, maintains, and distributes the annual Board of Supervisors meeting calendar.
- Schedules meetings and coordinates arrangements for the Board room, refreshments, or meals; makes appointments, conference registrations, and travel arrangements for supervisors and professional staff as directed.
- Performs other job-related tasks as assigned.

Job Preparation Needed:

- High school diploma or equivalent, including or supplemented by college or businesses school courses.
- Working knowledge of Access, Word, Outlook, and PowerPoint software as well as considerable skill with Front Page.
- Considerable experience in highly responsible administrative support work that shall have included a significant amount of interaction with the public.
- Any equivalent combination of education, training and experience providing the necessary knowledge, skills, and abilities.

Introductory Period: 6 months

Job Locations and Conditions:

- May require occasional evening work.
- Performs work primarily in a professional office setting.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- May be required to report to work to serve customers during emergency conditions.

General Aptitudes and Physical Requirements:

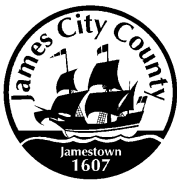
The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees; communicate with press and other outside officials.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.



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Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Not essential to job.

Manual Dexterity:

- Must have the ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed, ability to make a movement response accurately and quickly, ability to move the hands easily and skillfully, ability to work with the hands in placing and turning motions.
- Must have ability to use telephone, use calculator, use copy machines, use fax machine, use comb binding machine, use paper slicer, and manipulate computer keyboard and mouse.

Finger Dexterity:

- Not essential to job.

Physical Demands:

- Strength: Must have the quality, state, or property of being strong, must have the power to withstand strain, force, or stress, must be able to manipulate materials and/or equipment on occasion by lifting, push/pull, or hold/carry a weight of 25-50 lbs from ground to waist.
- Climbing: Must have ability to move up or mount by using the hands or feet: 1 flight of stairs, 2-3 steps.
- Standing, sitting, walking, running: Must have ability to: frequently (3-5 hours/day) stand, frequently (3-5 hours/day) sit, frequently (3-5 hours/day) walk. Must be able to walk or run on flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Not essential to job.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 50+ times per day.
- Seeing: Must have ability for focus, night vision, and peripheral vision.

Driving:

- Not essential to job.