

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Clerk to the Board of Commissioners	<u>CLASS NUMBER:</u> 10257	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 010010
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Administrator (010005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Secretary 2 (010011) Administrative Secretary 1 (010015, 010012)		

CLASSIFICATION PURPOSE:

The primary purpose of the Clerk to the Board of Commissioners is to perform duties as outlined in Ohio Revised Code Sections 305.10 and 305.11, including properly archiving a full record of the proceedings of the board and providing support services in preparation for the board meetings.

JOB DUTIES / CLERK TO THE BOARD OF COMMISSIONERS:

Receive and review resolutions and supporting materials including contracts, agreements and Memorandums of Understanding for consideration by the board. Review all documentation for content, spelling and format. Resolve any issues with documentation. Organize all resolutions into the board's agenda. Distribute agenda to county officials, directors, staff and others. Prepare and obtain board's approval for weekly agenda. Attend weekly senior staff meetings. Attend board meetings, tape the board meetings and record the board votes. Prepare and distribute board meeting minutes.

Facilitate electronic, remote means of conducting meetings and functions of the Board of Commissioners, including but not limited to General Session and Briefing. Work as needed with the BOC Chief Information Officer, Data Center, and others as necessary to facilitate, record and maintain such meetings.

Serve as BOC contact for General Session room utilization, meetings, and technological options for meetings of the Board of Commissioners, as needed.

Circulate board signatures for approved support materials and track same. Copy, scan and distribute completed resolution back-ups. Officiate board resolutions and back-up materials which are archived in permanent files that are audited each year. Compose and prepare appointment letters.

Administer e-signature system, processes, and permissions for the Board of Commissioners and County Administration, conferring and working with the Prosecuting Attorney's Office, Data Center, and others as necessary. Assist county agencies in developing and implementing e-signature processes and plans, and approve such processes and plans to remain consistent with the BOC requirements, as needed.

Respond to records requests from board, elected officials, agencies, staff and the general public. Research, retrieve and copy older resolutions kept in-house. Search Ohio Historical Society archives for board actions from the 1830's to the early 1980's. Answer phone calls and respond to general board questions.

Work with board, administration and staff to update office equipment and streamline procedures. Work with data center and consultants to update office procedures. Assist with implementation of new agenda system and training of new system.

Serve as Record Commission Secretary. Schedule semi-annual meeting with elected officials. Coordinate meeting dates. Notify county agencies and other of upcoming meetings. Carry out request for one-time disposal of records and schedule of records retention and disposition. Attend and record meetings, prepare minutes and submit approved disposal schedules to Auditor of State. Serve as Records Commission designee, as assigned by the Board of Commissioners.

Work with bond counsel to schedule, prepare and submit bond resolutions. Issue veteran burial permits. Coordinate annual inventory. Prepare and mail letters of annexation to be heard by the board. Review, sign and file board ceremonial resolutions. Prepare and distribute annual official holiday calendar. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; public relations; agency policies and procedures; government structure and process. Skill in transcription; typing; dictation; speedwriting; equipment operation; technical skills, including e-signature process and ability to conduct BOC meetings by electronic means. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately and recognize grammatical and spelling errors; maintain accurate records; prepare meaningful, concise and accurate reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; excellent communication skills; organization; and experience with collaboration and outreach in diverse communities.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate degree in business administration, office administration or related field with five (5) years of administrative or related experience.

Additional Requirements

Must maintain Notary Public license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date