



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

<u>CLASSIFICATION TITLE:</u> Deputy Clerk to the Board of Commissioners, Assistant Director of Community Appts.	<u>CLASS NUMBER:</u> 10254.3	<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> N18	<u>POSITION CONTROL #:</u> 10011
<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> Clerk to the Board, Director of Community Appts. (010010)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Secretary 1		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Clerk to the Board of Commissioners, Assistant Director of Community Appointments, is to assist and act as primary backup to the Clerk to the Board of Commissioners, Director of Community Appointments with their duties, and the duties of the Clerk’s Office.

JOB DUTIES:

Serve as the Deputy Clerk to the Board of Commissioners, Assistant Director to Community Appointments, and be the primary backup to the Clerk to the Board of Commissioners, Director of Community Appointments.

Assist in the receiving and reviewing of proposed resolutions and supporting materials, including contracts, agreements, and Memorandums of Understanding, for consideration by the board. Assist in reviewing all documentation for content, spelling, and formatting, and work with authoring agencies to resolve any issues. Assist in the organization of all resolutions within the Commissioners Resolution Management System (CRMS), and distribute to county officials, directors, staff, and others. Assist in preparing and obtaining approval for the commissioners’ weekly agenda. In the Clerk’s absence, attend weekly senior staff meetings, or other scheduled meetings as needed and assigned. Attend the commissioners weekly board meetings. In the Clerk’s absence, appropriately record the board’s meetings, and record the board votes for official record-keeping. Prepare, transcribe, and distribute all 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 Session. Act as the primary backup to Clerk to the Board for General Session, Briefing Session, administrative meetings, or hearings, and publish meeting agendas, as instructed. Work as needed with the BOC Chief Information Officer, Data Center, and others as may be necessary to facilitate, record and maintain such meetings.

Assist with the scheduling, maintenance, and oversight of the hearing room’s utilization, meetings, and technological options for meetings of the Board of Commissioners. Assist in the circulation of board signatures for approved support materials and track same. Assist with the copying, scanning, and distributing of completed resolution back-ups. Assist with officiating board resolutions and back-up materials which are archived in permanent files that are audited each year. Compose and prepare appointment letters. Respond to records requests from board, elected officials, agencies, staff, and the public, as instructed. Research, retrieve and copy older resolutions kept in-house, or at the Ohio History Connection (OHC). Answer phone calls and respond to general board questions. Appropriately support other administrative staff within the Clerk’s Office, as instructed.

Assist the Director with the administration of BOC appointments to boards, commissions, and other entities to which the BOC makes appointments, as needed. This includes, but is not limited to, assistance with the appointment process, onboarding, and ongoing communication throughout the appointment term, as necessary. Assist in the managing and maintenance of the database of appointees to boards and commissions, and other appointments as needed. Coordinate paperwork and administrative matters related to appointments to boards and commissions, and other entities to which the BOC makes appointments. Assist in the management and maintenance of the database of prospective appointees and facilitation of ongoing communication with the community at large to inform, maintain, and foster diverse interest in service on boards and commissions. Assist in the collaboration and performance of outreach in diverse communities. Assist with the scheduling of interviews and identification of prospective candidates for possible appointment to boards and commissions, and other entities to which the BOC makes appointments.

Assist in the development and implementation of onboarding processes for appointees and serve as a liaison during the appointee’s service.

Ensure BOC priorities are understood by the appointee throughout the appointee's service.

In the Clerk's absence, administer e-signature system, and processes, for the Board of Commissioners and County Administration, conferring and working with the Prosecuting Attorney's Office, Data Center, and others as necessary. Assist the Clerk in assisting county agencies in developing and implementing e-signature processes and plans and approve such processes remaining consistent with the BOC requirements, as needed. Work with board, administration, and staff to update office equipment and streamline procedures. Work with data center and consultants to update office procedures.

Assist the Clerk with the Record Commission. Assist in scheduling semi-annual meetings with elected officials. Coordinate meeting dates. Assist with notifications to county agencies and others of upcoming meetings. Carry out requests 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, as instructed.

Open, sort, stamp, and distribute incoming mail to the Clerk to the Board, and the Clerk's Office. Research and distributes documentation. Type and distribute correspondence and memorandums. Assist in assessing, cataloging, and disposing of all records under the Clerk's purview both physical and electronic. Organize materials for records retention training. Assist in the preparation and distribution of annual official holiday calendars.

Provide backup assistance with various office functions, including reception duties when needed. Maintain copies of assigned departmental materials and documents. Maintain handbooks, policy, and procedure manuals. Maintain regular and predictable attendance.

Supervise and support assigned staff. Distribute work to team members as needed.

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 agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operations. Ability to carry out detailed but basic written or oral instructions; carry out instruction in written, oral or picture form; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; use proper research methods in gathering data; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree, or Associates degree in business administration, office administration, clerical experience, or related field with three (3) years of administrative or related experience.

Additional Requirements:

No special license or certification is required; Notary Public license preferred.

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