

FAIRFIELD COUNTY
FAIRFIELD COUNTY COUNCIL
CLERK TO COUNCIL
FLSA CLASSIFICATION: EXEMPT

GENERAL STATEMENT OF JOB

Under limited supervision, provides administrative and secretarial support to the County Council members with regard to the coordination of services and official communications to community officials and the public concerning County Council activities. Fulfills the legal requirements of position as required by State law. Is responsible to the County Council members.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates all arrangements for regular meetings, special called meetings, and committee meetings of the County Council. Attends all Council meetings and records and transcribes minutes of meetings; prepares minutes to be approved and placed in permanent records for public use.

Prepares agendas and other information for all meetings and forwards to Council members; includes scheduling ordinance hearings, coordinating and scheduling public hearings, etc.

Prepares notices of public hearings and other special meetings and submits to local news media.

Maintains the membership roster for all County boards and commissions and coordinates with the Directors/Chairmen of Boards and Commissions and the Council regarding the filling of vacancies. Maintains appointment book of members' terms and expiration dates. Prepares nomination package as required for filling vacancies.

Maintains various information files and records pertaining to the status of County ordinances and resolutions; also maintains the official file of petitions, proclamations, and other legal documents. Maintains personal files of Council.

Attests and certifies official documents on behalf of County.

Takes follow up action necessary to ensure proper execution of Council action on easements, contracts, leases and agreements, bond issues, ordinances, resolutions, board appointments, etc.

Assists in preparation of reports, correspondence, and other materials for Council members and the County Administrator.

Coordinates conferences and meetings and arranges airline and/or hotel reservations for Council

members.

Coordinates conferences and workshops and arranges travel and speaking engagements for Council members.

Directs and oversees the activities of others. Performs such supervisory duties as instructing; planning, assigning, and reviewing work of others; maintaining standards; and coordinating activities.

Answers incoming telephone calls, providing assistance to the general public in obtaining specific information and completing citizen inquiries.

Processes incoming and outgoing mail.

Is responsible for ensuring that Council's meeting rooms are properly maintained and set up as needed.

Operates several types of office equipment including a personal computer and printer, electric typewriter, electronic calculator, photocopier and dictaphone in the performance of daily routine activities.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate degree or higher with one to two years of experience in an executive administrative capacity in a county or state government, knowledge of county laws, policies, codes, and regulations or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must be able to type at the corrected speed of sixty words per minute and transcribe dictation at a rate of sixty words per minute.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office equipment including computer, typewriter, calculator, copier, transcriber, recorders, dubbing machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, etc. for brief periods

of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, and other materials. Requires the ability to prepare documents and reports such as committee reports, weekly reports, minutes of meetings, resolutions, proclamations, notices, and general office correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with County Administrator, County Council members, co-workers, other County personnel, government officials, and the general public with poise, voice control, and confidence, using correct English and well-modulated voice.

Intelligence: Requires the ability to apply principles of rational systems such as bookkeeping, legal systems relative to ordinances and resolutions, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing office and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or

exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the relationships and operations involved in County government specifically as they pertain to the responsibilities of the position of Clerk to Council. Has the ability to provide proper context when preparing agendas, minutes, and other required reports. Has considerable knowledge of the various laws and ordinances that relate to the activities of the department. Has knowledge of general office operations, functions, and procedures. Is able to use independent judgment in fairly routine situations which occur. Is capable of using discretion as necessary when responding to a variety of citizen and agency inquiries. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to comprehend, interpret, and apply regulations, procedures, and office operations. Has the ability to apply knowledge of the department's/Council's requirements in order to assist others in understanding and meeting established standards. Is knowledgeable and proficient in the use of computers. Has the mathematical ability to handle required calculations. Has the ability to understand and utilize the legal terminology used within the department. Knows how to operate a variety of equipment and machines such as a personal computer, typewriter, transcriber, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to offer assistance to co-workers as necessary. Has good organizational and human relations skills. Is able to organize and maintain an effective filing system. Has the ability to type at the required corrected rate. Has the ability to prepare clear and concise letters of correspondence as required. Is capable of performing duties in a precise and effective manner meeting specific deadlines and coordinating various activities simultaneously. Has the ability to plan activities related to meetings and conferences and make travel arrangements for Council Members.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures

regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.