BOARD RECORDS AND MINUTES SUPERVISOR

DEFINITION

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for providing paraprofessional level administrative support services to the Board of County Commissioners, commissions and committees; performs a variety of technical tasks relative to area of assignment; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time progressively responsible clerical and administrative support experience which includes two years taking, transcribing, and preparing minutes OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff.

EXAMPLES OF DUTIES

Establish schedules and methods for providing support services to boards, commissions and committees; develop, interpret and apply departmental policies, procedures, rules and regulations pertaining to the assigned area(s).

Participate in the selection of assigned staff; provide or coordinate staff training to include the areas of work methods, techniques, and the use and operation of equipment.

Plan, prioritize, assign and supervise the work of staff responsible for providing support services to boards, commissions and committees; approve sick leave and vacations for employees.

Review work in progress and completed work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards.

Conduct performance evaluations for assigned staff; work with employees to correct deficiencies; implement discipline, grievance, and conflict resolution procedures when necessary.

Respond to and resolve inquiries and complaints from the public, co-workers, staff or other agencies regarding assigned services; maintain effective public relations when dealing with citizens and other agencies.

Supervise and participate in the preparation of agendas for board, committee and commission meetings; post agendas in accordance with laws.

Supervise and participate in the preparation of official legal notices for publication; mail notices of hearings to appropriate persons.

Attend board, committee and commission meetings and hearings; audio record and take comprehensive notes to aid in composing and editing permanent minutes of all proceedings.
Supervise and participate in preparing draft and final minutes of meetings using notes, accompanying correspondence and related information; prepare accurate and concise summary of proceedings to set forth the pertinent facts and provide a permanent record of the proceedings; maintain permanent minute books; distribute minutes and records of actions to appropriate staff and public.

Supervise and participate in the maintenance of official records; prepare all records for microfilming and permanent retention; update the Washoe County code books, publish new ordinances by title as they are adopted; distribute new ordinances and supplements to the code; collect fees as appropriate; maintain distribution lists; maintain and update ordinance books for public use.

Answer questions and provide information and assistance to County personnel and the general public where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; serve as a primary resource and information source; resolve complaints; refer caller to appropriate source as necessary; research records as necessary.

Conduct a variety of special studies and research projects including staffing and operational studies and projects; complete and analyze data; prepare necessary records and reports on projects and activities; develop handbook and procedural manuals.

Operate modern office machines and equipment including computer programs, word processors, typewriters, printers, copiers, calculators, audio transcription, and FAX machines.

Affix County seal to properly executed and approved documents; attest Official's signature when required.

Supervise the indexing of countywide board minutes on the Munimetrix Indexing system for filing and retrieval of related information.

Prepare verbatim transcripts from meeting audio recordings when necessary; make copies of CDs and DVDs as needed for use by the public and staff.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

County and local government structures and functions.

Laws, rules, and regulations that apply to the assigned function, including rules and procedures of various boards, commissions, and committees.

Operating characteristics of software programs utilized in the assigned area.

**Ability to:**
Supervise, organize and review the work of assigned personnel.

Select, train and evaluate staff.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.
Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other methods and techniques.)*

**Knowledge of:**
- Practices used in minute taking and preparation.
- Methods and techniques of record keeping.
- Principles and techniques used in dealing with the public.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and equipment.
- Word processing methods, techniques and programs.
- English usage, spelling, vocabulary, grammar and punctuation.

**Skill to:**
- Operate modern office equipment including computer equipment.
- Type a minimum of 50 net words per minute with 95% accuracy.
- Take comprehensive notes and operate audio transcription equipment for preparation of minutes.

**Ability to:**
- Ensure the maximum utilization of manpower, equipment and supplies.
- Assimilate a variety of information and write consolidated and comprehensible summaries and reports.
- Compose correspondence, memoranda and minutes of meetings.
- Work cooperatively with other departments, County officials and outside agencies.
- Maintain confidential data and information.
- Plan and organize work to meet schedules and timelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment with the ability to sit and take minutes for long periods of time; availability for evening and weekend meetings.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards*