



CLASSIFICATION NO. 019
Revised: 9/89, 1/93, 7/97
Archived: 11/01
Reactivated and Revised: 3/21
FLSA: Exempt
EEO: 5

CLERK TO THE BOARD

CLASS CHARACTERISTICS

Under direction, to develop, distribute, process, organize and maintain formal Board meeting and work session documents; to independently perform a variety of complex administrative tasks in support of the Board of County Commissioners and the County Administrator; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County's elected governing body, the Board of County Commissioners (BCC) sets broad operating policies, enacts ordinances and establishes budgets as mandated by State law and the citizens of the County.

The Clerk to the Board schedules, organizes, coordinates and attends a variety of Board of County Commissioner's meetings, and is responsible to prepare and ensure the proper processing and recording of materials. The incumbent's responsibilities require independent judgment, discretion, and frequent contact with other public officials, government agencies, citizens, and County departments.

The Clerk to the Board differs from Commission Policy Advisor classifications which provide confidential administrative and technical support to the Board of County Commissioners and the County Administrator, including community and agency relations and program administration.

TYPICAL TASKS

Duties may include but are not limited:

1. Acts as Board/County Administration liaison and host for a variety of BCC executive and public meetings including policy sessions, planning meetings, and business meetings; receives requests to place items on BCC's agenda; develops official Board meeting agendas; reviews and analyzes submitted agenda materials for completeness and appropriateness; identifies where clarifications or additional information regarding content is needed and communicates desired and/or requested changes to department directors/managers or key staff; ensures Board and/or County Administration's expressed interests and questions are addressed in materials; ensures legal and/or budget review and approval as appropriate.
2. Prepares, assembles and distributes agendas, agenda packets and notices for upcoming Board meetings, including formal, informal and planning meetings, work sessions, and budget hearings.

3. Staffs BCC executive and public meetings; schedules and hosts in-person and virtual public meetings and webinars; takes formal attendance of the Board members at Board meetings and reads proclamations; monitors remote meeting participants; takes minutes of Board meetings and accurately documents discussion, decisions and captures action items; updates and follows-up with appropriate County staff and interested parties regarding status and completion of action items; answers inquiries regarding Board actions.
4. Prepares official documents for recording at County Clerk's Office; ensures that documents contain appropriate Board signatures; notarizes documents if necessary; sends copies to appropriate departments.
5. Provides information and assistance to departments and the public related to Board meetings; drafts correspondence or initiates telephone contact as directed; establishes, organizes, maintains and provides access to official Board files and archives of information.
6. Provides back up support Commission Policy Advisors as needed.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and procedures of local government operations, office management and administration; organization and functions of County departments and agencies; applicable federal, state and local statutes, rules and regulations especially regarding public meetings; communication and basic public relations techniques; research, and problem solving techniques and procedures; office practices, procedures and techniques; standard office equipment, including computer systems and software programs, including video conferencing tools; business English composition, grammar, spelling and punctuation; financial recordkeeping and accounting functions and terminology; methods and practices of bookkeeping and recordkeeping.

Skill to: Communicate confidential and/or politically sensitive information effectively, both orally and in writing; establish and maintain effective working relationships with County officials, other agencies, County employees and the public; understand local government and public meeting requirements, interpret and apply County and department policies and procedures, and technical materials; organize and maintain complex records and confidential information; compose correspondence; compile and evaluate data and prepare reports; present effective written and verbal reports; accurately and rapidly take meeting minutes; effectively proofread correspondence, verbatim records and other documents; effectively operate office equipment and software, including video conferencing platforms.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Designation as Notary Public for the State of Oregon.

Edited: 12/21