

County of Humboldt Job Specification
BOARD SERVICES SPECIALIST I/II
Classification 1210
FLSA: Exempt



DEFINITION

Under immediate to general supervision, provides responsible office, administrative, and technology support for meetings and activities of the County Board of Supervisors (Board) and associated boards, commissions, and committees; assists the public in the conduct of County business; performs research and analysis to support the Board; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Board Services Specialist I) to general (Board Services Specialist II) supervision from the Board Services Manager/Clerk of the Board. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Board Services Specialist I: This is the entry-level classification in the Board Services Specialist series. Initially under close supervision, incumbents learn and perform routine administrative and clerical support duties related to Board clerking responsibilities and have frequent public contact to resolve complaints, answer inquiries and explain laws, rules, regulations and proceedings pertaining to the work of the Board of Supervisors and County government in general. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the higher levels but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Board Services Specialist II: This is the journey-level classification in the Board Services Specialist series. Positions at this level are distinguished from the I-level by the performance of the full range of routine to complex clerking duties as assigned, working independently, and exercising judgment and initiative. In addition, incumbents perform research, analysis, and reporting on Board agenda items and serve as a professional resource to the Board and individual Board members as directed. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Board Services Specialist I/II class series are flexibly staffed and positions at the

II-level is normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from the Senior Board Services Specialist in that the latter performs the most complex clerking and professional administrative assistant activities and provides lead direction to lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Prepares, assembles, and distributes agendas and accompanying material for Board, commission, and committee meetings; researches and composes agenda items ensuring compliance with regulatory mandates; coordinates with County departments on agendas and backup documentation; reviews and approves agenda items.
- Records, transcribes, and distributes official minutes of Board, commission, and committee meetings.
- Records and follows up on actions taken by the Board, including preparing motions and other actions in an official format.
- Reviews and processes a variety of Board documents such as contracts, contract change orders, notices of completion, and legal notification of meetings or public hearings.
- Establishes, maintains, and updates various files, calendars, and schedules, including following-up on matters with critical time deadlines.
- Composes correspondence independently or from brief notes, which may require interpretation of policies, procedures, and regulations.
- Provides information regarding the Board and the County to the public, County staff, and other agencies.
- Provides administrative or related support to Board and/or commission members and Board staff as required.
- Researches and compiles a variety of information and prepares reports.
- Provides professional administrative assistance to the Board and individual Board members.
- Performs research, analysis, and reporting on a variety of topics at the direction of Board members and/or the Board Services Manager/Clerk of the Board.
- Provides assistance and direction to County departments on the development and preparation of more difficult and/or complicated agenda items and supporting documentation.
- Receives and responds to Public Records Act requests for the Clerk of the Board and the Board of Supervisors.
- Ensures that specialized agenda management software and other departmental software and hardware are operational, updated, and maintained.
- Serves as administrator for agenda management software; provides technical assistance to Board members, departmental staff, and County staff regarding Board of Supervisors and Clerk of the Board software.
- Develops, updates, and maintains websites for the Clerk of the Board and County boards, commissions, and committees.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

Knowledge of:

- Functions and operating procedures of the Clerk of the Board and the Board of Supervisors.
- The organizational structure of county government, department relationships, programs, services, and other functions.
- Principles and practices of office administrative procedures, including filing and business letter writing.
- Proper preparation of a variety of legal documents.
- Principles and practices of recordkeeping.
- Research and reporting methods, techniques, and procedures.
- Statistical analyses and various methods of presentation and reporting of data and recommendations.
- Analytical processes and project management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied administrative assistance to an elected Board, and commission and committee members.
- Prepare clear, concise, and complete meeting documentation and other reports and correspondence.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Organize and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Perform administrative work involving the use of independent judgment and personal initiative.

- Conduct research on a wide variety of administrative topics.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade. An associate degree with courses in business administration, public administration, political science, or a closely related field is preferred.

and

Board Services Specialist I: Three (3) years of experience providing administrative or office support, including experience transcribing official minutes of meetings and researching current and historical information.

Board Services Specialist II: One (1) year of experience providing administrative support for meetings and activities of a publicly elected board, council, or commission at a level equivalent to the County's class of Board Services Specialist I.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).
- May be required to attend meetings outside of regular working hours.