

 <p style="text-align: center;"><b>Buncombe County</b> A caring community in harmony with its environment where citizens succeed, thrive, and realize their potential.</p> <p style="text-align: center;"><b>POSITION DESCRIPTION FORM</b></p>	DEPARTMENT:	County Manager
	PROGRAM:	
	FLSA STATUS:	Exempt
<b>Working Title of Position:</b>		
<b>Classification Title of Position:</b>	Clerk to the Board	
<b>Job Family:</b>	<b>Grade:</b>	

**I. Purpose of the position:**

The purpose of this position is to create, coordinate and maintain a permanent record of Board actions, including historical and current official records for the Buncombe County Board of Commissioners.

**II. Essential Functions of the position:**

- Responsible for the County seal and the retention of official records including minutes, ordinance books, records of County appointed boards and committees, resolutions, contracts, agreements, leases, etc.
- Prepare agendas for Board meetings, gather information for meeting agenda packets, and notify Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings.
- Attending all Buncombe County Board meetings, including nights.
- Attend other board meetings, hearings, workshops, etc., and compose a full and accurate account of all actions taken, which account is the only legal evidence of actions taken by the governing body.
- Management of the appointment process for approximately 40 boards and commissions that are appointed by the Board of Commissioners
- Composition of general correspondence, resolutions, proclamations, legal notices, etc.
- Certification of legal documents.
- Ensure public access to County records as required by state public records laws and receive and follow up on complaints pertaining to County services.
- Schedule appointments and coordinate schedules for the County Commissioners ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary.
- Performs other related duties as assigned.

**III. Typical Work Schedule:**

- Adheres to assigned work schedule as outlined in the Department and County attendance policies and procedures.
- Regular, predictable attendance is essential.

*\*Note: This position has been identified as an emergency essential position and as such employees in this position may be needed to work, including after-hours, weekends and during a public emergency (to include but not limited to floods, ice storms, disease outbreak, terrorist attack, etc.).*

**IV. Supervision Received:** Receives broad directions to independently determine work objectives, sets priorities within programs/divisions, and may guide department priorities and objectives.

**Supervisory/Leadership Responsibilities:** May provide training and lead worker support through motivation, direction, review and feedback of assigned tasks.

**V. Decision Making and Problem Solving:** Problems may be of a more ambiguous level requiring a range of possible solutions. Decisions are based on understanding of policies and procedures and require critical thinking. May develop new strategies to deal with problems.

**VI. Knowledge, Skills, Abilities:**

- Knowledge of the procedures, responsibilities and operation of the Board of County Commissioners and the operation of various County departments.
- Knowledge of the North Carolina General Statutes and of local ordinances governing the responsibilities of the County Clerk and County government in general.
- Knowledge of the functions and powers of the Board of County Commissioners.
- Knowledge of the Public Meetings Statute (GS 143-318 et. seq.) and the Public Records Statute (GS 132); familiarity with parliamentary procedures and the conduct of public meetings. Knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.

- Some knowledge of the respective roles and functions of Municipal and County governments.
- Some knowledge of North Carolina Session Laws.
- Skill in planning and setting up meetings.
- Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.
- Ability to express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.
- Ability to utilize various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.
- Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including irate citizens.

**VII. Organization Conformance Standards for all positions:**

- Interact with other employees, customers, and partners in an effective manner, with professionalism and cultural competency; work effectively and efficiently as a team contributor including interacting and communicating clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services, and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines; Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines, and directions; ability to maintain calm demeanor while dealing with stressful situations and customers.
- Demonstrate the County’s core values through performance and conduct. This expectation extends beyond the workplace and County systems to include off-site, and off-duty conduct that undermines an employee’s credibility as a representative of the County; Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Coordinate work efforts with other employees and organizations to accomplish a common task; responsible for managing matters affecting employment and completing personnel-related activities timely and according to County policy.
- Safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADA, FMLA and other federal state and local standards.
- Ability to successfully pass a drug screen and criminal background check.

**Minimum Education, Training and/or Experience:** Bachelor’s or an Associate’s degree in public administration, finance, business, legal, or a related field, with at least five (5) years of experience in administrative work; or an equivalent combination of education and experience.

**Additional Training and Experience:** This position is the official, legally accountable, Clerk to the Board of County Commissioners and must be appointed and duly sworn into official public office.

**License or Certification Required by Statute or Regulation:** Must be a certified notary public or have the ability to obtain certification; must be willing to attend and successfully complete courses at the UNC School of Government that apply toward certification by the International Institute of Municipal Clerks (IIMC), as an entry into IIMC’s Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk (MMC) designation; have the ability to obtain the North Carolina Certified County Clerk (NCCCC) designation.

**Physical Requirements:** The work is primarily sedentary work requiring exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Additionally, the following physical abilities are required: fingering, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**During a State of Emergency, and at the discretion of the County Manager, county employees may be called in for service. This includes both essential and non-essential personnel.**

*The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities and the County reserves the right to amend or change responsibilities to meet business and organizational needs as necessary. This job description does not create a contract of employment.*

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_