



## **POSITION DESCRIPTION**

<b>Position:</b> Administrative Manager/Clerk of the Board	<b>FLSA:</b> salaried, overtime exempt
<b>Board Approved:</b> July 28, 2020	<b>Salary Grade:</b> 124
<b>Revised:</b>	

### **JOB SUMMARY**

Serves as Clerk to the King County Flood District, including providing clerk functions for Executive Committee and Board meetings. Manages all aspects of administrative operation of the office under guidance of the King County Flood Control District Executive Director and Deputy Director. Oversees and organizes the District's content management, public records requests, and legislative responsibilities. Performs technical, clerical, and administrative support duties for the District. Participates in the production of the District's products and web presence. Completes tasks according to established policies and procedures, works independently with limited supervision, and contributes through knowledge, skills, and good work habits.

The Administrative Manager/ Clerk of the Board is a salaried, at-will, overtime exempt classification. This position reports to the Executive Director, but is responsive to all members of the Board of Supervisors.

### **DISTINGUISHING CAREER FEATURES**

The Administrative Manager/Clerk of the Board requires substantial knowledge of local government administrative procedures, analytical skills, understanding of database construction and management, and the ability to organize work, information flow, and perform difficult, diverse, and confidential duties in support of the office and its dealings with other work teams and organizations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides and maintains up-to-date documentation on various laws, rules/regulations, policies/procedures as related to functions such as agenda bill preparation process, Open Public Meetings Act, Public Records Act, Roberts Rules of Order, and other internal policies and state law as requested.
- Reviews, edits, produces, and distributes agenda packets and supporting materials for executive committee and full board meetings from information provided by the executive director and deputy director, and notices all meetings in accordance with Washington law.
- Establishes and maintains records of meeting proceedings, actions taken, and any follow-up items including preparing and distributing minutes.
- Ensures materials and reports for signature and/or official proceedings are accurate, complete, and technically correct. Proofreads and checks all other materials for accuracy, completeness and compliance with standards.

- Serves as the District's primary records custodian and public records officer. Conducts searches, and reviews to determine if collected records are exempt from production. Consults and collaborates with District's legal counsel, as appropriate, for proper redaction in accordance with state law.
- Coordinates and manages administrative workload.
- Prepares and posts legal notices and publications as required.
- Coordinates and processes invoices for payment.
- Researches and responds to inquiries regarding legislation, records, and State laws.
- Performs record searches for District staff and the public.
- Provides notary services.
- Remains current with relevant technological advancements as it relates to field.
- Arranges and coordinates services such as scheduling of conference and meeting rooms and official proceedings.
- Researches and assembles information from a variety of sources for the preparation of records, reports, and special projects. Conducts special studies as requested by the executive director or deputy director.
- Coordinates the recruitment and hiring processes, serves as an internal subject matter expert on recruitment and hiring.
- Coordinates staff and citizen inquiries that can be sensitive, controversial, and/or confidential.
- Performs other duties as assigned that support the overall objective of the position. This description is not intended as a complete list of specific duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **QUALIFICATIONS**

### **Knowledge and Skills**

- The position requires a thorough knowledge of office practices, procedures and equipment, including information flow, filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the rules, regulations, protocols, and procedures associated with records management.
- Requires knowledge of the Open Public Meetings Act, Public Records Act, Roberts Rules of Order, and other and state law as requested.
- Requires advanced working knowledge of personal computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry to custom data bases.
- Requires skills in building working relationships with diverse and sometimes opposing parties to develop bridges for understanding and collaboration. Requires ability to interact with other professionals and elected officials on matters of significant importance.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text.
- Requires well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation within the office, facilitate small group discussions, exercise patience when dealing with internal and external customers and convey technical concepts.
- Requires critical thinking, problem solving, and effective administrative skills to carry out

the overall objectives of the position.

### **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires the ability to evaluate implications of new information for current and future problem solving and decision-making.
- Requires the ability to remain objective with elected officials and to properly handle private and confidential communications.
- Requires the ability to develop and maintain positive work relationships with co-workers, service providers, other agencies, communities, and special interest groups.
- Requires the ability to prioritize workload to meet deadlines.
- Requires consistent attendance and punctuality.

### **Physical Abilities**

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and outside locations.
- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

- Bachelor's degree in Public Administration, Business Administration or related field.
- 5 to 8 years records management or local government clerking responsibilities.
- Or 9 to 12 years of relevant education and experience in place of above.
- Public sector experience.
- Successful passing of a required background check.

### **Licenses and Certificates**

- Requires a valid Washington state driver's license.
- Valid Notary Public certification or ability to obtain within two (2) months of hire.
- Washington State Public Records Officer certification preferred.
- Municipal Clerk Certification preferred.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.