



CLASS SPECIFICATION

Class Code: 60000168
Date Established: 10/1976
Last Reviewed: 10/2023
Last Revised: 10/2023
Last Title Change: 08/2023
FLSA: non-exempt
Probation: 12 months

BOARD RECORDS AND MINUTES MANAGER

DEFINITION

Under general direction, manages the daily operations of the Board Records and Minutes Division of the County Clerk's Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time progressively responsible clerical support experience with at least two of those years taking, transcribing, and preparing minutes; OR two years of professional technical writing experience; OR two years in the Deputy Clerk Board Records and Minutes classification; 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.

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 assigned area(s).

Supervise assigned staff which includes staff selection; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; implementing discipline and conflict resolution procedures when necessary; and assign, schedule, and review work to ensure accuracy and compliance with applicable standards.

Manage and participate in the preparation of agendas for the Board of County Commissioners and other committee and commission meetings; post agendas in accordance with laws.

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

Attend Board of County Commissioners and other committee and commission meetings and hearings; audio record and take comprehensive notes to aid in composing and editing permanent minutes of all proceedings; prepare verbatim transcripts from meeting audio recordings when necessary; make copies of audio and video recordings as needed for use by the public and staff.

Oversee and participate in preparing draft and final minutes of meetings using notes, accompanying correspondence, and related information; prepare accurate and concise summaries 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.

Oversee 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.

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; serve as a primary resource in answering questions and providing 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; 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.

Affix County seal to properly executed and approved documents.

Manage the indexing of board minutes into searchable platforms and upload minutes to the County website.

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:

Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

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:

Effectively supervise, motivate, and develop staff.

Accurately 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 in an accurate and professional manner.

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 management, supervision, training, staff development, and performance evaluation.

Microsoft Office Suite and Adobe Acrobat software programs.

Proper English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Type a minimum of 60 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.

Produce well-written documents with clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Maintain confidential data and information.

Plan and organize work to meet schedules and timelines.

Communicate clearly and concisely, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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

Ability to work in a professional office environment. Ability to sit and take minutes for long periods of time. Must be willing and available to work evening and weekend meetings. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers, and fax machines.

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