

ASSISTANT MANAGER, BOARD RECORDS

Job Code	Pay Grade
18898	150

Nature of Work

This is highly responsible supervisory work involving complex and varied methods and administrative knowledge with responsibility for assisting in directing all activities for the effective operation of the Board Records Department. Work involves assisting the Manager of Board Records in planning, assigning, and reviewing the work of a moderate to large sized staff engaged in advanced stenographic and related clerical duties with responsibility for recording and preparing minutes for major boards and commissions of Pinellas County. An employee in this classification is responsible for the proper performance of the assigned clerical activities of the department. Considerable independent judgment and initiative are required. Decisions are made based on experience and knowledge of departmental operations. Major departures from standard policies are reviewed with a superior for final decision. Work is assigned in broad terms through conferences with a manager.

Minimum Qualification Requirements

- Associate's degree in business, accounting, finance, public administration or a related field and 3 years administrative experience that includes supervisory experience or training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in supervising, planning, assigning and reviewing the work of a moderate to large sized staff performing a variety of stenographic and clerical work in connection with recording and preparing minutes for major boards and commissions, indexing minutes, accounting for all documents from the proceedings, advertising public hearings, maintaining files and related work.
- Assists in hiring and training new personnel; evaluating subordinate staff on performance; reviewing employee time cards; interpreting Personnel Rules and Regulations to subordinates.
- Edits minutes of meetings for grammatical correctness and reviews related paperwork.
- Attests and certifies documents approved by the Board of County Commissioners; assists in preparing departmental budget.
- Prepares various departmental reports.
- Answers telephone and prepares correspondence on inquiries of a complex nature regarding departmental operations and information.
- Assists in supervising and coordinating all activities relating to the Value Adjustment Board and related processes.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern office equipment, practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of office management and supervisory practices.
- Knowledge of legal, administrative and procedural regulations applicable to the Board Records Department.
- Skill in typing accurately at a reasonable rate of speed.

ASSISTANT MANAGER, BOARD RECORDS (continued)

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Knowledge, Skills, and Abilities (continued)

- Skill in stenographic techniques in recording transcription of proceedings of meetings.
- Ability to apply computer applications and software.
- Ability to plan, assign and coordinate the work of a moderate to large sized clerical staff.
- Ability to train and instruct subordinate employees.
- Ability to develop effective office work procedures.
- Ability to promote and maintain effective departmental and public working relationships.
- Ability to express oneself clearly and concisely, orally and in writing.

For official use only

Reinstated	EEOC Code	Overtime Code
10/16	Officials & Managers	Exempt