

MANAGER, BOARD RECORDS

Job Code	Pay Grade
18900	150

Nature of Work

This is highly responsible administrative and supervisory work involving managing the effective operation of the Clerk to the Board of County Commissioners (BCC) function performed by the Board Records Department. Work includes advanced stenographic and related clerical duties in connection with attending and recording official meetings, preparing minutes and distributing documents for the BCC and major boards and committees of the county as directed by the Clerk of the Circuit Court and Comptroller (Clerk). An employee in this class is responsible for the proper performance of the assigned duties of the department, maintenance of the records of the official actions of the BCC, and coordination of the Value Adjustment Board (VAB) process. Considerable independent judgment and initiative is required. Decisions are made based on experience and knowledge of departmental operations and major departures from standard policies are reviewed with a superior for final decision. Work is assigned in broad terms through conferences with the Director of the Finance Division.

Minimum Qualification Requirements

- Associate's degree in business, finance, accounting, management, public administration or a related field and 5 years administrative, business or records systems management that includes supervisory experience or training; or
- Bachelor's degree and 3 years experience as described above; 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.)

- Supervises, plans, assigns and reviews the work of staff performing a variety of stenographic and clerical work in connection with recording meetings and preparing minutes for major boards and commissions, indexing minutes, accounting for all documents from the proceedings, advertising public hearings, maintaining records repository of BCC official actions and related work.
- Supervises staff accepting applications and issuing various permits such as dock, dredge and fill and home solicitation.
- Supervises and coordinates all activities relating to the Value Adjustment Board and related processes.
- Assists in developing requirements for various software applications used in the operation and maintenance of the above records and subsequent implementation and maintenance of such applications.
- Hires, trains and supervises personnel; evaluates subordinate staff on performance; reviews employee time cards; interprets Personnel Rules and Regulations to subordinates.
- Ensures minutes of meetings are accurate in content, complete, void of grammatical errors, and consistent with related supporting documentation. Responsibility also includes review of documents for completeness prior to execution by the BCC and filing of ordinances with the State after approval by the BCC.
- Attests and certifies documents approved by the Board of County Commissioners; assists in preparing departmental budget.
- Prepares various departmental reports and needed to meet external and internal requirements.
- Performs research, prepares correspondence on inquiries of a complex nature regarding departmental operations and information and responds to public records requests as required.
- Performs related work as assigned or required.

MANAGER, BOARD RECORDS (continued)

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Knowledge, Skills, and Abilities

- Knowledge of modern office management and sound customer service practices and procedures, business English, spelling and arithmetic.
- Knowledge of legal, administrative and procedural regulations applicable to the Board Records Department.
- Skill in typing accurately at a reasonable rate of speed and in stenographic techniques in recording and transcription of proceedings of meetings.
- Ability to use and assist in developing requirements for various software applications used in the operation and maintenance of the above records and subsequent implementation and maintenance of such applications.
- Ability to hire, train, supervise, schedule and coordinate the work of and evaluate subordinate employees.
- Ability to develop effective office work procedures and sound customer service practices.
- 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

Revised	EEOC Code	Overtime Code
9/14	Officials & Managers	Exempt