

**LIVINGSTON COUNTY
JOB DESCRIPTION
OFFICE MANAGER – BOARD OF COMMISSIONERS**

Supervised By: County Administrator

Supervises: May serve as a designated leader for other clerical personnel

Department: Board of Commissioners

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the County Administrator, this position performs a full scope of more complex administrative records management functions with extensive internal, public and customer service interaction including open meeting requirements. Duties include skill in records management, bookkeeping, database upkeep, customer service, account maintenance and similar activities. Particular duties will be defined by the scope of assigned department activities and related administrative responsibilities. The assigned work requires a high degree of confidentiality and requires the incumbent to function as a designated lead worker.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Functions as the senior administrative and clerical assistant to the County Administrator and Board of Commissioners, handling more complex service issues including public meeting agendas and minutes and serving as his/her liaison to other agencies, departments, or governments for administrative and data transfer matters.
2. Often assigned to serve as the lead administrative and clerical position with responsibility for coordinating the work of others and providing instruction and guidance to ensure uniformity, consistency, clarity, and accuracy of documents, records, minutes, and agendas.
3. Responsible for the coordination of Board and committee meetings, member appointments and maintenance of Board records, acting as liaison between agencies and the Board of Commissioners
4. Prepares all Board of Commissioner meeting agendas, coordinating the items to be presented with all department heads and elected officials; may include providing direction on the process and requirements for legislative items.
5. Records meeting minutes acting as secretary/clerk for Board of Commissioners meetings, Standing Committee meetings, and other subcommittee meetings.

6. May be required to prepare resolutions at the request of the Board of Commissioners or the County Administrator.
7. May be required to attend Board of Commissioners Committee meetings to provide information to Committee Members on certain legislative items.
8. Responds to complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures, or refers inquiry to appropriate party. Recommends and develops improved service and records management approaches as appropriate.
9. Generates forms, correspondence, reports, memos, receipts, vouchers, permits, packets, agendas, and other similar documents and/or materials.
10. Monitors and assists in scheduling workload through defined systems. Communicates with field or other personnel and maintains related scheduling, work order and customer service information and databases.
11. Often responsible for communicating assignments to field personnel and coordinating service issues with other governments, agencies, and the general public.
12. May assist with budget management including responsibility for maintaining the office budget, tracking accounts, and monitoring departmental expenditures and assisting with the administrative aspects of budget preparation.
13. Reviews and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials. Develops more complex spreadsheets and data base processes to record and analyze information.
14. Engages in bookkeeping activities ranging from simple postings to reconciling statements, preparing payroll information, maintaining accounts payable and receivable and reviewing submitted financial documents for completeness.
15. Prepares for, and exchanges financial information and transactions with other governmental entities.
16. May be responsible for assisting the public in understanding and preparing required documents ranging from permit applications to tax and other department-specific service materials.
17. May receipt payments, reconcile accounts and prepare deposits. May disburse funds through defined processes and procedures.
18. Interacts with customers, resolves service issues, maintains related databases, and follows related procedural directives. Assists customers in obtaining required information,

registration, or other service objective.

19. Issues and processes various permits, licenses, applications, and service requests, maintaining related records, processing any related notifications or records, and scheduling any related activities.
20. Required to learn specialized data base software to perform the specific duties of the assigned department. Must also be proficient in all applicable Microsoft Suite applications.
21. Trained as back-up for other Executive Assistant, Contract Management, Administrative Specialist, and other clerical positions.
22. Administer the meeting management software application, eSCRIBE, includes training and counseling all staff in the organization.
23. Administer the Board Manager software application, includes maintaining all appointed committee member files, tracking member terms, coordinating vacancy notices, coordinating with applicants, and extracting data to prepare reports for the Board of Commissioners.
24. Managing legislative documents (resolutions), current, future, and historical, includes managing the legislative library module in the eSCRIBE software application.
25. Maintain the office: ordering supplies, coordinating maintenance requests, organizing the office, assigning cubicles and offices.
26. Manage auto and general liability insurance claims, includes maintaining all claims records, coordinating the work of others, and providing instruction and guidance to all departments, acting as liaison between the County and the Michigan Municipal Risk Management Authority, coordinating yearly renewals with all departments, tracking all claims, coordinating reimbursement for claims, reporting to the County's Risk Manager.
27. Serves as the Department FOIA Coordinator includes processing all FOIA requests assigned to the Board of Commissioners, reviewing and redacting all documents released, coordinating with departments that may be involved in the requests, estimating costs, issuing invoices, collecting payment, and any other tasks that may arise.
28. Regularly attend evening meetings of the Board of Commissioners.
29. Perform all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED with supplementary vocational or college-level training in secretarial/administrative science, office management, or similar instruction and seven years of progressively more complex experience in providing clerical and administrative support including contact with the public. Some public sector experience including open meeting requirements is preferred but not a requirement.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid MI driver's license.
- Good leadership skill and the ability to suggest new and improved office techniques as well as quickly grasp the intricacies of administrative systems for the assigned department.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and coordinating the workload of others.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records, and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.
- Knowledge of the Open Meetings Act.
- Knowledge of Roberts Rules of Order and Parliamentary Procedure.
- Knowledge of the Freedom of Information Act.
- Knowledge of the Retention & Disposal Schedules for the State of Michigan and Livingston County.

- Knowledge of the duties of the various government offices at each level of government.
- Knowledge and understanding of general liability and auto insurance claims.
- Proficient in Microsoft Office Applications, emphasis on Outlook, Word, and Excel.
- Knowledge of the government budgeting processes.
- Time management skills.
- Problem-Solving skills.
- Technology skills.
- Self-motivated.
- Ability to handle cash transactions; prepare and process purchase orders. Bill or reconcile records, including departmental budget records and other related information such as subcontracts. Manage inventory, property, or loss control. Manage or administer budget within assigned department.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.