



Board Records Supervisor

Category: Exempt
Pay Grade: 150
Job Code: 18778

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Board Records Supervisor serves as an ambassador for the Clerk's organization representing the Clerk of the Circuit Court and Comptroller (Clerk) and the Finance Division in the most professional manner. Considerable independent judgement and initiative is required. Incumbent must be technically savvy, a self-starter, and politically astute and possess excellent written and verbal communication skills. Attention to detail is paramount. A person in this position plans, assigns, and reviews the work of staff responsible for a variety of record-keeping tasks, ensuring that work is completed in accordance with Florida Statutes and administrative rules. Independent work decisions are made based on experience and knowledge of departmental operations as well as laws, rules, and regulations governing public records, recording services, permit issuance, and/or records management. Technical skills are required to administer a variety of software applications including systems related to records management, permit processing, audio recording, transcription, video editing, and electronic voting. The ability to manage, train, and motivate staff to peak performance is highly desired. Local travel is required.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises, plans, assigns and trains the work of staff; evaluates and coaches subordinate staff on performance; composes and implements employee development plans and performance measures; manages employee schedules and time-keeping; and administers compliance with Personnel Rules and Regulations;
- Plans, assigns and reviews the work of staff who may conduct the following activities: audio record meetings; prepare minutes for various boards and commissions; retain records; advertise public hearings; process applications related to dock, dredge and fill, and home solicitation permits; file petitions and schedule hearings related to the Value Adjustment Board process; file ordinances; record resolutions; and conduct related work;
- May assist in opening, closing, balancing, and verifying cash as well as preparing deposits;
- May receive, accept for filing, prepare, index, and certify various types of documents;
- Ensures minutes of board meetings are accurate and void of grammatical errors, contain pertinent discussion points, and are submitted timely to the board or committee;
- Ensures approved resolutions and ordinances are prepared for execution, filing, and recording;
- Implements, develops procedures for, and trains staff regarding software programs related to Board Records activities;
- Institutes and implements changes to existing systems as may be required by federal, state and county laws, rules, and regulations;
- Coordinates operational and developmental changes;
- Assists in developing and presenting policies, procedures, and training to all levels of staff;
- Assists in preparing departmental budget;
- Prepares various departmental reports;
- Responds to inquiries of a complex nature regarding board meetings, records, and other information;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate 's degree in business, accounting, finance, public administration, records management, or a related field and three (3) years administrative experience that includes supervisory experience or training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of applicable laws, rules, regulations, policies and procedures applicable to the Board Records Department;
- Knowledge of supervisory best practices, sound customer service practices and procedures, business English, spelling and arithmetic;
- Ability to develop business cases and requirements, coordinate testing, and implement and maintain related activities for various software applications;
- Ability to effectively supervise employees including hiring, training, directing personnel, as well as evaluating and coaching subordinate staff on performance;
- Ability to compose and implement employee development plans and performance measures, manage employee schedules and time-keeping, and administer compliance with Personnel Rules and Regulations;
- Ability to develop and maintain a department Continuity of Operations Plan (COOP) to ensure business needs are met during an emergency;
- Ability to develop and maintain department business plan including process improvement initiatives, budget, goals, and procedures;
- Ability to prepare professional reports and presentations;
- Ability to prepare documents, compose letters and memoranda, and interpret verbatim transcripts;
- Ability to promote and maintain effective departmental and internal and public working relationships;
- Ability to express oneself clearly and concisely, orally and in writing, and present a calm demeanor in complex or difficult situations;
- Ability to edit documents with keen attention to detail.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.