



Assistant Manager, Board Records

Category: Exempt
Pay Grade: 150
Job Code: 18898

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

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate 's degree in business, accounting, finance, public administration 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 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;
- 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.

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:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **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.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **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.