

BARNSTABLE COUNTY

**In the Year Two Thousand Twenty One
Proposed Ordinance 21-04**

The County Administrator in accordance with the county’s Classification Plan and consistent with the Personnel Plan establish a job description for a Clerk of the Assembly of Delegates.

The CAPE COD REGIONAL GOVERNMENT, known as BARNSTABLE COUNTY, hereby ordains:

The following job description be established for a full-time Clerk of the Assembly of Delegates and be incorporated into the county’s Classification Plan.

Title: Assembly Clerk	Classification: Barnstable County
Department: Assembly of Delegates	Grade: MP1 / Full-Time
Reports to: Assembly Speaker	FLSA Status: Exempt
Effective Date:	Union Status: Non-represented

Summary

Responsible for routine to complex administrative, information management, general assistance, and legislative support to members of the Assembly of Delegates, and all other related work, as required.

Hiring and Supervision

Works under the general supervision and direction of the Speaker of the Assembly of Delegates. Functions independently, referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Performs a variety of responsible duties and functions, in accordance with the Barnstable County Charter, requiring the exercise of initiative, independent judgment, and broad knowledge of County procedures and operations.

The hiring, supervision, management, evaluation, and termination authority for the Assembly Clerk resides in the Speaker of the Assembly of Delegates. The Speaker may constitute an ad hoc search group of Delegates to evaluate candidates and provide a hiring recommendation to the Speaker. The Barnstable County Human Resources Department will provide guidance and support to the Assembly in planning and conducting a search and hiring.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Serves as primary point of contact for the Assembly of Delegates office. Represents the Assembly and County in a professional and courteous manner.

Serves as a resource person for the public and County personnel by providing information on Assembly of Delegates procedures and approaches to solving problems.

Provides administrative support to the Assembly of Delegates including coordinating reports, general correspondence, gathering supporting documentation, and organizing and preparing for Assembly of Delegates’ meeting packets and meetings, and all other related events.

Posts meeting notices, and prepares correspondence, reports, and other materials requested by the Assembly of Delegates. Distributes information and other important notices to towns and other agencies

as required.

Prepares Assembly of Delegates' purchase order requisitions, processes invoices through the MUNIS System, reconciles accounts, and maintains office inventory.

Prepares the Assembly budget with assistance from the Speaker and Finance Committee Chair; completes and processes various forms and reimbursements.

Maintains document filing system and records retention system for the Assembly of Delegates.

Provides notice of all meetings of the Assembly of Delegates to its members, keeps a journal and other records of Assembly proceedings, and performs such other duties as may from time to time be assigned to the office by County charter, ordinance, or other vote of the Assembly of Delegates.

Manages legislative functions required for Assembly of Delegates' operations. In coordination with the Speaker and Assembly Counsel drafts documents on behalf of the Assembly of Delegates and assures that proposed documents associated with the County have appropriate content and form and do not conflict with existing policy.

Communicates with County, State and local officials, Assembly Counsel, the media, and others on behalf of the Speaker and the Assembly of Delegates. Serves as Assembly Liaison to State Ethics Commission.

Posts and updates information on the County's Assembly of Delegates' webpages.

Assists the Speaker in preparing the Assembly's Calendar of Business and coordinates appearances before the Assembly.

Coordinates and provides technical assistance for Assembly standing committee meetings. Assists Assembly standing committee chairs with assignments, and schedules meetings with department heads and others. Prepares Assembly standing committee minutes; prepares and distributes reports associated with Assembly activities.

Assists Assembly Delegates in research and preparation of resolutions and ordinances.

Handles confidential and legal correspondence requiring high level of discretion and judgment; maintains confidentiality.

Performs similar and related work as required or directed by the Speaker.

Works efficiently to avoid delays in the consideration of ordinances, resolutions, and other Assembly business, as well as County-certified documents with legal and financial implications.

May serve as County Clerk; handles various election-related activities.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's degree required, master's degree preferred, in public or business administration, policy, communications or related field, and three to five years' experience in municipal or public administration, paralegal services, or equivalent combination of education and experience.

Knowledge: Office management practices and procedures; Massachusetts General Laws pertaining to County operations. General knowledge of legal processes, government operations and finance. Knowledge of legislative process and procedures. Knowledge of a range of government practices, such as public finance and Robert's Rules of Order.

Ability: Able to plan, organize, and analyze problems; prepare reports and formulate recommendations; establish and maintain effective working relationships with a variety of public officials, vendors and the general public; manage multiple assignments and meet deadlines; communicate effectively, both orally and in writing; make presentations and maintain accurate and detailed records; and work independently with limited supervision.

Skill: Demonstrates analytical, organizational, writing, interpersonal/collaborative communication, and presentation skills. Demonstrates resourcefulness and discretion. Possesses computer skills that encompass effective use of word processing, spreadsheet, project management, and county and state software applications. Skilled in use of standard office equipment, email and internet browser software.

Job Environment

Most work is performed under typical office conditions. Occasional evening work is required. Workload is generally stable but varies to reflect specific projects and cyclical work demands at different times of the month and year.

Makes contact with the public in person, by telephone, and electronically. Contacts include County department heads and staff, town officials, Assembly of Delegates, County Commissioners, Assembly and County Counsel, other government agencies, and private parties involved in problem solving and information inquiries.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform office duties; required to sit, talk and listen more than two-thirds of the time; may occasionally have to lift 30 pounds, such as file boxes. Position requires the ability to operate general office equipment and to view computer screens for an extended period of time.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer

(Submitted by Patrick Princi, Speaker and Barnstable Delegate, and Mary Chaffee, Deputy Speaker and Brewster Delegate at a virtual Assembly meeting held on February 3, 2020)