

JOB DESCRIPTION

Job Title: Commission Secretary/Farm Land Protection

Department: County Commission

Reports To: County Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS: (Physical Requirements Attached)

- High School Diploma
- Course in General Computers with experience in working with adding, copy, and fax machines.
- Ability to positively communicate and interact with the public.
- Must be able to read and understand maps.
- Must have a valid driver’s license.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quick and accurate.

Effective Date: 6/09

Revision Date:

Review Date: 6/10

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40% ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen’s expectation.
- Always be respectful to everyone.
- Provide the highest level of respect that co-workers, citizens and customers.
- Must change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate ourselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and take the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement
- Is a good team member
- Gives criticism to co-workers in private.
- Expresses your observation and suggestions in a way that promotes a positive outcome and avoids conflict.

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| Responsibility Area and Performance Standards (Evaluated with team member input) | | Performance Rating* | | | |
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| * <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding | | 1 | 2 | 3 | 4 |
| 30% | <ul style="list-style-type: none"> • Commission Secretary responsibilities: <ol style="list-style-type: none"> 1. Attend and record County Commission meetings 2. Prepares meeting room 3. Schedule and distribute the agenda 4. Type up minutes from meetings 5. Email and fax approved meeting minutes 6. Prepare Commissioner packets before meetings 7. Helps with planning and organizing for Commissioners 8. Schedules hotel reservations for trips. | | | | |
| 20% | <ul style="list-style-type: none"> • Farmland Protection Board <ol style="list-style-type: none"> 1. Prepares meeting notices 2. Prepares agenda 3. Prepares financial statement and budget 4. Meet with property owners to discuss the program 5. Keep track of properties once approved for easement and the several steps needed before closing 6. Yearly monitoring of properties after closing of an easement 7. Attend quarterly state farmland board meetings | | | | |
| 10% | <ul style="list-style-type: none"> • Office Duties <ol style="list-style-type: none"> 1. Assist County Administrator with any necessary matters 2. Types memos and letters 3. Prepares advertisements 4. Back up for all support staff within county commission office. | | | | |