Position Title: Clerk of the County Council  
Reports to: Office of County Manager  
FLSA Status: Exempt

BASIC FUNCTION: Manages the office of the County Council on a daily basis. Plans, coordinates and schedules County Council meetings; directs and supervises the clerical activities of the office of the County Council according to SJC policy and state law; ensures that County Council hearings are properly advertised and that proceedings are signed, recorded and attested pursuant to the requirements of RCW Chapter 36.32 and the provisions of San Juan County Code 2.04; prepares and administers department budget and approves all invoices to be paid. Prepares and signs department payroll. As a public employee, acts within the scope of his or her responsibilities with courtesy and professionalism, adhering to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: College degree preferred, plus five years progressively responsible administrative work experience including knowledge of basic business law, legislative background and one year supervisory experience; OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential functions of the job. This position requires exceptional administrative and organizational skills: meticulous attention to detail, adherence to time constraints, ability to work in a stressful environment with a calm demeanor, and ability to multi-task in orchestrating a complex flow of work. Requires demonstrated experience with office software applications, including Microsoft Office programs. Must have interpersonal skills to work well with all types of personalities, to maintain an atmosphere of political neutrality in the workplace, and to understand and work with elected officials, department heads, and officials from other governmental agencies including the legislature and citizens. Must have demonstrated technological proficiency and the ability to learn audio and video digital recording systems used for recording Council meeting proceedings. Requires ability to learn, understand and interpret the Revised Code of Washington (RCW’s). Preference given to candidates who possess IIMC Certified Municipal Clerk (CMC) designation.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Prepares, supervises and maintains the official proceedings of the County Council as outlined by state RCW and Resolution 37-2006. Directs preparation of records such as notices, minutes and resolutions for Council meetings.

*2. Plans, coordinates, and schedules County Council meetings, hearings, staff meetings, and joint meetings with citizen advisory groups and other municipalities. Maintains the Council’s comprehensive daily schedules.
Manages various technologies within the Council office to ensure that materials and historic proceedings are archived in an accessible and stable digital format, to support greater transparency in legislative government. Trains and supports staff in the use of these technologies.

4. Drafts proclamations, resolutions, ordinances, procedures, communications, etc., as directed by the County Council, ensuring completeness, proper format and accuracy.

5. Manages the Council web page, updating agendas, notices, materials, ordinances, resolutions and proceedings files.

6. Manages and submits legal publications in accordance with RCW 36.22.020.

7. Communicates with constituents as requested by the Council.

8. Gathers information from County departments for Council agendas; provides information to County departments regarding actions and requirements of the Council. May require research and information compilation, often with little direction.

9. Recruits, hires, assigns, supervises and evaluates the work of support staff in County Council office, including performance evaluations.

10. Prepares written communications and training, outlining and explaining administrative procedures and policies to all departments.

11. Manages the process for all appointments, resignations, and terms of each position appointed by the County Council to commissions, boards, and committees.

12. Prepares and administers departmental budget. Reviews monthly budget reports and informs the County Council of any changes needed in the budget. Approves all invoices to be paid. Prepares and signs department payroll.

13. Assists with the preparation of Bid Specifications; and advertises bid opening for County Public Printing Contract.

14. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

15. Performs special projects and other responsibilities as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. Occasionally requires lifting recording equipment and traveling to other islands in small boats and planes. Extensive work on the computer. Must be able to communicate well verbally and in writing. Good hearing important for meetings.

<table>
<thead>
<tr>
<th>Equipment Requirements</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy machine</td>
<td>.50</td>
<td>x</td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td>x</td>
</tr>
<tr>
<td>Recording Equipment</td>
<td>0-4</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work ranges from normal office situation to public meeting environments. Requires occasional trips to other islands, mainland and Canada. Travel involves ferry, small plane and small boat. Sometimes required to climb ladders on docks, step in and out of vehicles. Required to set up rooms with recording equipment and to monitor and supervise the quality of the recordings.