

# **CLERK TO THE BOARD DUTIES**

## **JOB PURPOSE AND SUMMARY**

Provides administrative and technical support services to the NFPPRD Board of Directors. Arranges special meetings, public hearings, maintains record keeping system and processes Board actions.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Attends and takes notes of meetings utilizing a computer or electronic recording device and translates notes into formal minutes. Responsible for maintaining minutes, documentation, and electronic recordings of Board meetings as required by special district and Delta County laws. Minutes of meetings and approved resolutions are approved by the members and attested to by the Clerk.
- Prepares legal notices pertaining to Board meetings and public hearings; prepares legal notices for publications and correspondence to interested parties of public hearings and Board meetings.
- Performs various administrative duties, such as arranging meetings, taking minutes at meetings and preparing reports. Performs a variety of coordinating activities for the Board/Commission, relays and obtains information from other County departments, outside agencies, the news media and the general public.
- Responds to inquiries from the public or other agencies on behalf of and as directed by the Board. Acts as liaison between the Board/Commission and constituents; answers, inquires and provides information; gathers information from county sources and responds as directed.
- Responsible for seeing that meeting rooms and PA systems for public meetings are properly set up.

## **QUALIFICATIONS**

Knowledge of Robert's Rules of Order and/or Parliamentary procedures is essential. Must provide personal laptop computer or recording device. Must generate board meeting minutes in MS Word as well as pdf version of minutes for electronic publication. A current Colorado State driver's license is required.

## **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

Work is generally performed in an office setting with comfortable environmental conditions. Attendance at evening meetings is required. Traveling to remote or rural sites is sometimes necessary for public meetings held away from the District Office. Essential tasks include typing/keyboard skills, phone/office equipment use, reading, speaking and listening, attention to detail and deadlines. Essential duties include: walking, seeing, reading, speaking, handwriting, and hearing.