

Introduced by: Mr. Hollins,
Mr. Smiley
Date of introduction: February 11, 2020

ORDINANCE NO. 20-011

TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF COUNTY COUNCIL, REVISE THE CLASS SPECIFICATIONS FOR LEGISLATIVE AIDE TO COUNTY COUNCIL, SECRETARY TO COUNTY COUNCIL, DEPUTY CLERK AND CLERK OF COUNCIL, AND RECLASSIFY THOSE INDIVIDUALS HOLDING THE POSITIONS OF LEGISLATIVE AIDE TO COUNTY COUNCIL, DEPUTY CLERK AND SECRETARY TO COUNTY COUNCIL

WHEREAS, as a result of recent staff turnover, New Castle County Council (County Council) has the opportunity to increase efficiencies of its staff by realigning duties among staff positions and increasing the responsibilities of current staff members; and

WHEREAS, County Council also recognizes that technological advances have increased the workload and output of its staff, however, the current job classifications do not reflect the current requirements of current staff members; and

WHEREAS, additionally, County Council has reviewed the current class specifications and salary pay scales of several positions, determined how these positions should function in the future, and compared them to similar positions within New Castle County government; and

WHEREAS, by increasing job responsibilities, ensuring that current job specifications reflect actual work performed and adjusting pay scales accordingly, Council seeks to increase job retention and retain the skill set of its current workforce; and

WHEREAS, pursuant to this review, Council believes that it is appropriate to amend the class specifications and pay grades for the positions of Secretary to Council, Legislative Aide to County Council, Deputy Clerk, and Clerk of Council as indicated on the attached exhibits; and

WHEREAS, Council also feels it is appropriate to reclassify those individuals holding the following positions: “Secretary to County Council” to “Administrative Aide to County Council,” “Legislative Aide to County Council” to “Legislative Assistant to County Council,” and “Deputy Clerk” to “Deputy Clerk of Council.”

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the County Council are hereby amended by the deletion of stricken material and the addition of the underscored material as set forth in Exhibit A.

Section 2. The positions of Secretary to County Council, Legislative Aide to County Council and Deputy are reclassified and the Class Specifications for Secretary to County Council, Legislative Aide to County Council, Deputy Clerk and Clerk of Council are hereby amended by the deletion of stricken material and the addition of the underscored material and adopted as set forth in Exhibit B.

Section 3. This ordinance shall become effective upon the date of its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* Section 1156.

Adopted by County Council
of New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This Ordinance amends the job classifications and rates of pay for the positions of Secretary to County Council, Legislative Aide to County Council, Deputy Clerk and Clerk of Council. This Ordinance adjusts the pay grade of the Secretary of County Council from pay grade 15 to pay grade 19, Legislative Aide to County Council from pay grade 22 to pay grade 25, Legislative Aide to County Council President from a pay grade 24 to a pay grade 25, Deputy Clerk from pay grade 24 to pay grade 30 and Clerk of Council from pay grade 30 to pay grade 32.

Additionally, the individuals holding the positions of Secretary to County Council, Legislative Aide to County Council, and Deputy Clerk will be reclassified as follows: “Secretary to County Council” will become “Administrative Aide to County Council,” “Legislative Aide to County Council” will become “Legislative Assistant to County Council,” and “Deputy Clerk” will become “Deputy Clerk of Council.”

FISCAL NOTE: This Ordinance, if adopted, would amend the pay grades for:

Secretary to County Council from pay grade 15 with a salary range of \$29,541 to \$48,122 to a pay grade 19 with a salary range of \$35,907 to \$58,493

Legislative Aide to County Council from a pay grade 22 with a salary range of \$41,568 to \$67,714 to a pay grade 25 with a salary range of \$48,122 to \$78,387

Legislative Aide to County Council President from a pay grade 24 with a salary range of \$45,829 to \$74,654 to a pay grade 25 with a salary range of \$48,122 to \$78,387

Deputy Clerk from a pay grade 24 with a salary range of \$45,829 to \$74,654 to a pay grade 30 with a salary range of \$61,417 to \$100,045

Clerk of Council from a pay grade 30 with a salary range of \$61,417 to \$100,045 to a pay grade 32 with a salary range of \$67,714 to \$110,299.

The fiscal impact of updating the listed positions, which represent a total of 15 positions within New Castle County Council’s budget for FY2020 is (-\$23,257.46) and for FY2021 is \$82,578.46. For FY2020, the reduction is driven by already experienced salary savings due to retirements and new hires within these positions. The fiscal impact for FY2021 is anticipated to be offset by salary savings.

**EXHIBIT A - 4/01/18 PAY PLAN AND RATES OF PAY FOR
UNCLASSIFIED EMPLOYEES OF COUNTY COUNCIL**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SECRETARY TO COUNTY COUNCIL	15	29,541	31,018	32,569	34,197	35,907	37,703	39,588	41,568	43,646	45,829	48,122
<u>ADMINISTRATIVE AIDE TO COUNTY COUNCIL</u>	<u>19</u>	<u>35,907</u>	<u>37,703</u>	<u>39,588</u>	<u>41,568</u>	<u>43,646</u>	<u>45,829</u>	<u>48,122</u>	<u>50,528</u>	<u>53,054</u>	<u>55,707</u>	<u>58,493</u>
ASSOCIATE AUDITOR LEGISLATIVE AIDE TO COUNTY COUNCIL	22 22	41,568	43,646	45,829	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714
PARALEGAL DEPUTY CLERK	24 24	45,829	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714	71,100	74,654
LEGISLATIVE AIDE TO COUNTY COUNCIL PRESIDENT STAFF AUDITOR <u>LEGISLATIVE ASSISTANT TO COUNTY COUNCIL</u>	24 <u>25</u> <u>25</u> <u>25</u>	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714	71,100	74,654	78,387
SENIOR STAFF AUDITOR	28	55,707	58,493	61,417	64,490	67,714	71,100	74,654	78,387	82,306	86,421	90,743
<u>POLICY DIRECTOR DEPUTY CLERK OF COUNCIL</u>	30 <u>30</u>	61,417	64,490	67,714	71,100	74,654	78,387	82,306	86,421	90,743	95,281	100,045
FINANCIAL ADVISOR CLERK OF COUNCIL	32 30 <u>32</u>	67,714	71,100	74,654	78,387	82,306	86,421	90,743	95,281	100,045	105,047	110,299
COUNTY AUDITOR	35	78,387	82,306	86,421	90,743	95,281	100,045	105,047	110,299	115,813	121,604	127,685
COUNSEL TO COUNCIL	39	95,281	100,045	105,047	110,299	115,813	121,604	127,685	134,069	140,772	147,810	155,200

EXHIBIT

B

NEW CASTLE COUNTY GOVERNMENT

Number 0053

Page 1 of 2

CLASS SPECIFICATION

Date 02/14/94

Title: SECRETARY ADMINISTRATIVE ASSISTANT
TO COUNTY COUNCIL

GENERAL STATEMENT OF DUTIES: ~~Performs difficult stenographic and secretarial tasks for members of County Council; An employee in this class performs responsible para-professional administrative work providing support to an administrator in a variety of operational areas within a designated department. The work is of a difficult and complex nature and involves the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under general supervision of the Clerk of Council; Assists the Clerk of Council in preparation for Council meetings; Does administrative work for Council support staff and Members of Council or their designee; Operates a data processing terminal, personal computer, and other related equipment in the course of the work day;~~ does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level secretarial work involving responsible secretarial duties performed for the members of New Castle County Council. Considerable judgement is required in establishing or adapting work procedures to new situations, and in performing varied secretarial and minor administrative services to conserve the time of the Council members. The work is reviewed upon completion but frequently no check is made of data compiled or records prepared. Supervision may be exercised over a number of assistants engaged in the performance of routine functions. An employee in this class may be deputized to make secretarial actions legally effective.

EXAMPLES OF WORK: (Illustrative only)

- ~~• Takes and transcribes proceedings such as County Council workshops and similar meetings;~~
- Prepares ordinances and congratulatory resolutions to be considered by County Council at the direction of the Clerk's Office;
- ~~• Takes and transcribes difficult technical dictation involving legal, medical, financial and engineering technology;~~
- ~~• May sign Councilmember's name to correspondence, interoffice forms, requisitions, and related documents if so authorized;~~
- Prepares replies to correspondence from brief dictated notes or on own initiative;
- Establishes and maintains cross-reference files and establishes file categories;
- ~~• Maintains records of expenditures;~~
- ~~• Maintains personnel and payroll records;~~
- Screens visitors, telephone calls and incoming mail, personally answering those inquiries which in the employee's judgement do not require the Councilmember's attention;
- Researches files and a variety of source material to serve as background for reports;
- ~~• Makes appointments for members of Council~~
- Assists the Clerk of Council in preparation for Council meetings;
- ~~• May perform duties of the Clerk of Council in his/her absence~~

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION

Number 0053

Page: 2 of 2

|| Date: 02/14/94

Title: ~~SECRETARY~~ ADMINISTRATIVE ASSISTANT
TO COUNTY COUNCIL

EXAMPLES OF WORK (continued):

- Coordination and planning of Council events, under the direction of the Clerk's Office;
- Maintain a Council wide calendar, including updating, distributing and posting of a monthly meeting schedule of Council;
- Performs administrative work under the supervision of Council staff;
- Serves in a coordinating capacity between an administrative and division personnel, representatives of State, local and other groups, organization, and agencies and the general public for informational purposes;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of services;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment, business mathematics and English; thorough knowledge of the operating policies and procedures of the department to which assigned; some knowledge of elementary bookkeeping; ability to take and transcribe dictation at a reasonable rate of speed; ability to follow complex oral and written directions; ability to get along well with others; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures where errors could result in additional costs to the County government; ability to plan and supervise the work of others; good judgement; tact and courtesy; ability to learn to operate word processing equipment, a personal computer, a data processing terminal and other related equipment; strong computer skills; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years' experience in secretarial administrative work which shall have involved taking and transcribing dictation, one year of which shall have been at the level of Secretary II, and completion of a standard high school course or GED certificate program with, and at least one (1) year of business school training highly desirable; or possession of a Bachelor's Degree from an accredited college or university; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 09/25/74

Revised: 09/18/89

Revised: 02/14/94

NEW CASTLE COUNTY COUNCIL

Number 0164

CLASS SPECIFICATION

Page 1 of 2

**Title: LEGISLATIVE ASSISTANT AIDE
TO COUNTY COUNCIL**

**Approved: ~~11/15/16~~
TBD**

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legislative, research, administrative, clerical and public relations tasks for members of County Council and the Office of the Clerk of Council; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and varied legislative, research, constituent, public relations, administrative and clerical work. Duties involve working with and for the supervising Council member(s), supporting the President and other members of Council as appropriate, and working with and for the Office of the Clerk of Council in completing the necessary support work required to fulfill the Council member(s) and Council's duties. This work involves the exercise of judgment and initiative and the exercise of confidentiality in fulfilling duties to the Council and the public. The work is performed under the general supervision of the Office of the Clerk of Council and the supervising Council member(s).

EXAMPLES OF WORK: (Illustrative only)

- Generally functions as the legislative assistant to the supervising Council member(s), to include analysis, reviewing and correcting, as necessary, legislation sponsored by the supervising Council member(s), drafting legislation for the supervising Council member(s) as requested, obtaining fiscal notes for legislation sponsored by the supervising Council member(s), preparing meeting packets and scripts, researching issues related to pending legislation, and other duties requested by the supervising Council member(s) or as required by Council Rules, the County Council Employee Handbook, the Office of the Clerk of County Council and protocol in support of the legislative function;
- Prepares correspondence;
- Files documents and correspondence;
- Prepares printed material for distribution;
- Receives and processes mail and other communications;
- Answers telephone, electronic mail or other communications and provides general information in response to public or official inquiries;
- Fills in for front desk activities and for legislative aides who are absent from the office as requested by the Office of the Clerk of Council;
- Prepares various reports, agendas, minutes or statements as necessary or requested;
- Prepares letters, memoranda, articles, minutes, resolutions and ordinances and amendments as required;
- Attends committee meetings and represents the Council member(s) in his/her/their absence on items relating to his or her or their district(s);
- Conducts preliminary review of Council member's(s') legislation for obvious typographical and grammatical errors, for match-up of Land Use titles with plans and other documents, and checks for obvious errors; corrects errors before providing legislation to the Office of the Clerk of Council for the agenda;
- Ensures that ordinances and resolutions sponsored by the Council member(s) are in proper form with a fiscal note and provided to the Office of the Clerk of Council by the specified deadline;
- Tracks all legislation of Council member(s) and coordinates scheduling of the same with the Office of the Clerk of Council;
- Performs follow-up work with County departments and constituents on all projects/legislation initiated by the Council member(s);

CLASS SPECIFICATION

Title: **LEGISLATIVE ~~AIDE~~-ASSISTANT TO COUNTY COUNCIL**

**Approved: 11/15/16
TBD**

EXAMPLES OF WORK: (continued)

- May be required to transcribe from electronic equipment;
- Adheres to Freedom of Information Act requirements in preparing agendas and minutes for the Council member(s) and committees that he or she (or they) chairs or co-chairs;
- Maintains confidentiality of all work performed for the Council member(s) unless directed otherwise by the Council member(s);
- Coordinates Council member's website and social media presence relating to official duties. May be required to ensure Council's compliance with live streaming video and audio requirements in conjunction with the Clerk's Office.
- In conjunction with the Clerk's Office, monitors Council members district office budget, including the tracking of spending within the budget such as grants, office supplies, etc.;
- In conjunction with the Clerk's office, assists with the archiving of Council documents in accordance with the State of Delaware archiving policies and procedures.
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work;
- Performs duties related to the general Council office as directed by the Office of the Clerk of Council.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment; excellent written and verbal communications skills; ability to proofread and edit written materials; ability to operate a data processing terminal, personal computer and other related equipment; ability to understand and follow complex oral and written directions; ability to research and maintain complex records and documents and to prepare reports from such records, including policy analysis when requested; ability to make independent judgements with regard to office matters; ability to communicate courteously and effectively, both verbally and in writing; ability to deal with constituents in an appropriate manner and to transmit necessary information to the public, in person, by telephone, by electronic mail or otherwise; ability to understand and follow Freedom of Information Act requirements, Council Rules and the Council Handbook; ability to perform public relations tasks, and ability to pass a Class III County physical examination; excellent time management skills.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of progressively responsible experience in an administrative support role and the possession of a Bachelor's Degree from an accredited college or university with coursework in public or business administration or closely related field; or any equivalent combinations of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISION:

Established: 1/22/79
Revised: 9/18/89
Revised: 2/14/94
Revised: 9/28/99 (Change title from "Administrative" to "Legislative")
Revised: 11/15/16
Revised: TBD

This job description completely replaces the previously adopted job description approved for this position on 1/21/03.

NEW CASTLE COUNTY COUNCIL

Number 0075

CLASS SPECIFICATION

Page 1 of 3

Title: DEPUTY CLERK OF COUNCIL

Approved: 1/21/03

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative and clerical duties as well as various special projects at the direction of the Clerk of Council. Under the direction and/or in the absence of the Clerk of Council, performs management, supervisory and financial functions, including drafting and management of Council's annual operating budget and managing County Council's day to day financial operations to ensure quality service in all areas to the Citizens of New Castle County; assists Council concerning financial matters, as well as various special projects for the members of County Council; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the assistant to the Clerk of Council and may substitute for the Clerk of Council. Under the direction and/or in the absence of the Clerk of Council, an employee in this class may perform highly responsible management, financial, and supervisory duties outlined in the job description of the Clerk of Council. This employee is expected to work on the evenings of regularly schedule County Council meetings and may be required to work additional evenings depending upon the needs of the Council. This position is directly responsible to each member of County Council.

EXAMPLES OF WORK: (Illustrative only)

Under the direction, as necessary, and/or absence of the Clerk of Council, this employee may:

- Prepare ordinances and resolutions for introduction to County Council;
- Oversee the preparation and advertisement of Council notices and agendas, ordinances and resolutions in the appropriate news media and coordinate with the appropriate staff to ensure that such are updated on the New Castle County website;
- Distribute notices and agendas, ordinances and resolutions to members of County Council, departments and agencies;
- Maintain Council's meeting schedule;
- Assist Clerk of Council with archiving of Council records.
- Prepare purchase orders for Council and provide final authorization for all expenditures of Council as well as the County Auditor;
- Review, maintain and improve existing general records and accounts;
- Establish master records as a basis for departmental cost and control functions;
- Investigate and make recommendations for equipment needed for existing and projected cost and control functions;
- Develop costs and schedules relating to annual budget request;
- Review and process all grant awards by Council members and maintain record of follow-up reports;
- Submit text amendments electronically for codification and ensure distribution of hard copy supplement to 50 users biannually;

CLASS SPECIFICATION

Title: **DEPUTY CLERK OF COUNCIL**

Approved: **1/21/03**

- Maintain records of Council actions via Council's Reporting System, maintain a journal of proceedings and publish adopted ordinances and resolutions as well as the scanning of same into Council Reporting;
- Serve as reading clerk as necessary or directed by the Clerk of Council during Council meetings and keep a record of proceedings;
- Maintain and update Council Rules in coordination with the Clerk of Council;
- Process appeals from County Boards and departments in coordination with the Clerk of Council;
- Order supplies for Council offices in coordination with the Clerk of Council.

EXTERNAL AFFAIRS:

Under the direction and/or absence of the Clerk of Council, this employee may:

- Correspond with other government agencies, the general public and members of County Council on County-related matters as circumstances dictate;
- Coordinate all aspects of Student Government Day, Inauguration Ceremonies, Tree Lighting Ceremony, Budget Address and any other events deemed necessary by Council;
- Attest with signature and seal as prescribed by Code for bond authorizations and bank accounts for County Executive/Administration;
- Act as Council liaison with County Departments and Row Offices
- Represent County Council on task forces and meetings with the County Administration in coordination with the Clerk of Council;
- Subscribe to an ethical "Code of Silence" to maintain strict confidentiality regarding Council matters and discussions with members of County Council.

SUPERVISION:

Under the direction and/or absence of the Clerk of Council, this employee may:

- Manage, supervise and oversee Council support staff (Legislative Assistants and Administrative Assistant to County Council);
- Ensure that payroll and vacation and attendance schedules of Council staff and members are maintained.

GENERAL:

Under the direction and/or absence of the Clerk of Council, this employee may:

- Conduct research and prepare reports for members of County Council, upon request;
- Promote an ongoing attitude of dedication to excellent public service and ensure that external customers are provided with the highest quality of service;
- Operate a data processing terminal, personal computer and other related equipment necessary for and in the course of daily work.

NEW CASTLE COUNTY COUNCIL

Number 0075

CLASS SPECIFICATION

Page 3 of 3

Title: DEPUTY CLERK OF COUNCIL

Approved: **1/21/03**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern office practices and procedures; thorough knowledge of the operations, functions and scope of authority of the County Council as it relates to its daily business; good working knowledge of professional human resources administration and procedures; ability to implement a program of human resources training and education for new employees and to oversee continuing education and training programs for Council staff; ability to prepare agendas and schedules for County Council meetings and members of County Council; ability to supervise support staff; ability to maintain effective working relationships with other employees, the general public and other government agencies; strong ability to problem solve; ability to represent County Council at meetings and function in a professional manner; ability to research issues and respond in writing; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of experience in the management of a non-profit organization, business or government office, including two years in the direct supervision of employees, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 01/21/2003

Revised: TBD

CLASS SPECIFICATION

Title: CLERK OF COUNCIL

Approved: **10/10/17**

GENERAL STATEMENT OF DUTIES: Performs management, supervisory and financial functions, including drafting and management of Council's annual operating budget and managing County Council's day to day financial operations to ensure quality service in all areas to the Citizens of New Castle County; assists Council concerning financial matters, and supervisory functions, as well as various special projects for the members of County Council; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs highly responsible management, financial, and supervisory duties. This employee must ensure that all legally required and necessary actions affecting Council and its legislation are taken prior to and after Council activity. This employee serves as the executive assistant to directly supports the members of County Council and oversees arrangements for County Council meetings, serves as the reading clerk during meetings and ensures that Council actions are properly recorded. This employee is responsible for overseeing County Council's finances, preparing Council's budget, cost analysis of various activities and similar management problems. This employee is expected to work on the evenings of regularly scheduled County Council meetings and may be required to work additional evenings depending upon the needs of the Council. This position is directly responsible to each member of County Council.

EXAMPLES OF WORK: (Illustrative only)

- Prepare ordinances and resolutions for introduction to County Council;
- Oversee the preparation and advertisement of Council notices and agendas, ordinances and resolutions in the appropriate news media and coordinates with the appropriate staff to ensure that such are updated on the New Castle County web site;
- Distribute notices and agendas, ordinances and resolutions to members of County Council, departments and agencies;
- Maintain Council's meeting schedule;
- Serve as FOIA Coordinator, and thus responds to any request for information under FOIA;
- Serve as Council archivist and ensure Council is in compliance with all State of Delaware archiving procedures;
- Prepare purchase orders for Council and provides final authorization through County Tier System for all expenditures of Council as well as the County Auditor;
- Review, maintain and improve existing general records and accounts;
- Establish master records as a basis for departmental cost and control functions;
- Investigate and make recommendations for equipment needed for existing and projected cost and control functions;
- Develop costs and schedules relating to annual budget request;

CLASS SPECIFICATION

Title: CLERK OF COUNCIL

Approved: 10/10/17

- Review and process all grant awards by Council members and maintains record of follow-up reports;
- ~~Submit text amendments electronically for codification and ensures~~ distribution of hard copy supplement to 50 users biannually;
- Maintain records of Council actions via Council's Reporting System, maintains a journal of proceedings and publishes adopted ordinances and resolutions as well as the scanning of same into Council Reporting;
- Serve as reading clerk during Council meetings and keeps a record of proceedings;
- Maintain and update Council Rules in coordination with the Deputy Clerk of Council;
- Process appeals from County Boards and departments in coordination with the Deputy Clerk of Council;
- Order supplies for Council office in coordination with the Deputy Clerk of Council.

EXTERNAL AFFAIRS:

- Correspond with other government agencies, the general public and members of County Council on County-related matters;
- Coordinate all aspects of Student Government Day, Inauguration Ceremonies, Tree Lighting Ceremony, Budget Address and any other events deemed necessary by Council;
- Attest with signature and seal as prescribed by Code for bond authorizations and bank accounts for County Executive/Administration;
- Act as Council liaison with County Departments and Row Offices ~~on a daily basis;~~
- Represent County Council on task forces and meetings with the County Administration in coordination with the Deputy Clerk of Council;
- ~~Lobbies the State Legislature with respect to State legislation that is requested pursuant to County Council resolutions;~~
- Subscribe to an ethical "Code of Silence" to maintain strict confidentiality regarding Council matters and discussions with members of County Council.

SUPERVISION:

- Manage, supervise and oversee Council support staff (Deputy Clerk, Legislative Aides Assistant, and Administrative Assistant-Secretary to County Council);
- Ensure, ~~through the Deputy Clerks,~~ that payroll, and vacation and attendance schedules of Council staff and members are maintained.

GENERAL:

- Conduct research and prepares reports for members of County Council, upon request;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external customers are provided with the highest quality of service;

CLASS SPECIFICATION

Title: CLERK OF COUNCIL

Approved: 10/10/17

- Operate a data processing terminal, personal computer and other related equipment [necessary for](#) in the course of ~~the~~ [daily](#) work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern office practices and procedures; thorough knowledge of the operations, functions and scope of authority of the County Council as it relates to its daily business; good working knowledge of professional human resources administration and procedures; ability to ~~undertake~~ [implement](#) a program of human resources training and education for new employees and to oversee continuing education and training programs for Council staff; ability to prepare agendas and schedules for County Council meetings and members of County Council; ability to supervise support staff; ability to maintain effective working relationships with other employees, the general public and other government agencies; [strong ability to problem solve](#); ability to represent County Council at meetings and functions in a professional manner; ability to research issues and respond in writing; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of experience in the management of a non-profit organization, business or government office, including two years in the direct supervision of employees, and possession of a Bachelor’s Degree from an accredited college or university with major course work in business administration, public administration or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

- Established: 02/11/74
- Revised: 09/18/99
- Revised: 02/14/94
- Revised: 05/24/99
- Revised: 10/10/17
- [Revised: TBD](#)