

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**Date: 2017-11-08 Weekly Agenda Date: 2017-11-14ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ed Gilliland**WORDING FOR AGENDA ITEM:**

Proposed reclassification of position from Clerk 2 to Senior Clerk

**ACTION REQUIRED:**Approve Ordinance ☐Approve Resolution ☐Approve Motion ☒Public Hearing ☐Other: Informational ☐Attachments ☒**EXECUTIVE SUMMARY:**

Community & Economic Development combined Rural Economic Development & Planning & Zoning. One Clerk 2 was eliminated. The new position serves both Economic Dev and Planning & Zoning.

**BACKGROUND:**

Community & Economic Development combined the Rural Economic Development & Planning & Zoning functions. One Clerk 2 position was eliminated with the new position now serving both Community and Economic Dev and Planning & Zoning functions. There are more duties with the new position and at times there are hours outside the typical 8 to 4:30.

**FINANCIAL IMPACT:**

\$1.69 per hour or \$3,515.20 in wages and a few hundred in FICA, IPERS, and LTD coverage for 2018-19.  
\$1.64 per hour for the remainder of this budget year.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐**RECOMMENDATION:**

The Board should consider whether the duties require enough extra expertise to move from the previous classification as a Clerk 2 to a Senior Clerk position.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to re-classify the Community and Economic Development Clerk as a Senior Clerk.

**WOODBURY COUNTY  
POSITION DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** Community and Economic Dev. Senior Clerk  
**Effective Date:** October 2017

**Department:** Community and Economic Development  
**FLSA Designation:** Non-Exempt/Grade 4  
**Reports to:** Community and Economic Director

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**Purpose:**

Responsible for the efficient, accurate performance of a variety of designated clerical, recordkeeping and receptionist duties for the Community and Economic Development Department. This position is under the direct authority of Community and Economic Director

**Essential Functions and Responsibilities:**

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Performs general receptionist duties: answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary
- Assists in the accurate and timely preparation of events and projects; coordination and scheduling of departmental functions
- Processes claims and maintains departmental records, including all expenditure claims, payroll and office supplies.
- Responsible for accurately and efficiently preparing, checking, sorting and typing all assigned projects
- Assists with the accurate and effective accomplishment of a variety of reports and other duties
- Assures that all assignments are completed in a thorough and accurate manner
- Performs ordering and maintenance of office supplies
- Files and maintains on a current basis all designated records in a manner designed to develop the best possible information access and control
- Assists in the preparation and maintenance of a variety of departmental records
- Works independently and in coordination with other department and inter-departmental staff.
- Facilitates and tracks communication with rural cities, citizens, and local and outside business representatives
- Maintains and monitors County Revolving Loan Fund payments.
- Set up audio/video recording, attends, takes and transcribes minutes for Zoning Commission, Board of Adjustment and Special Committee meetings and public hearings, and post agendas, minutes and video recording to County website.
- Aids in general research for permit applications and site plans for completeness and accuracy, computer acreage and Applied meters and boundary descriptions and legal land descriptions in researching zoning requirements relative to applications, inquiries and other zoning matters within scope of responsibility.
- Processes and records cash/check transactions, submits to Treasurer
- Maintains and updates building permit statistics, posts on County website
- Assists in the preparation and maintenance of a variety of maps, files and records regarding property owners, acreages, subdivisions and other types of construction, including dates of structures assessed, and property splits
- Attendance is required

**Non-Essential Functions and Responsibilities:**

- Stay current with Zoning, Subdivision and Flood Ordinances
- Perform various other Rural Economic Development related tasks/assignments/special projects as directed by the Community and Economic Development Director

**Minimum Education and Experience Required to Performing Essential Functions:**

- Possess High School diploma or General Equivalency Degree (GED)
- Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in one (1) to three (3) years of prior related experience
- Ability to tactfully and courteously communicate with others by means of the spoken word in clearly spoken English
- Must have Computer skills; Word and Excel, and ability to learn County computer software
- Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures
- Mathematical ability
- Ability to set priorities regarding assignments and follow through to completion
- Good recordkeeping skills
- Ability to type rapidly and accurately with at least 40 words per minute (net score),
- Personal maturity to safeguard confidential information
- Candidate for hire must successfully pass a background check, a physical examination, back screen & drug screen prior to employment

## **Mental and Physical Competencies Required to Perform Essential Functions:**

### **Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

### **Behavior Skills**

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

### **Equipment Used**

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading**

### **Physical Demands**

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surroundings and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English. Attendance required

### **Environmental Adaptability**

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

### **Special Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required.

Keyboarding skill test from Iowa Workforce Development with a 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

***The following items are listed on both job descriptions and should be included on the new job description:***

- Performs general receptionist duties; answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary.
- Assists in the accurate and timely preparation of events and projects; coordination and scheduling of departmental functions.
- Responsible for accurately and efficiently preparing, checking, sorting and typing all assigned projects.
- Assists with the accurate and effective accomplishment of a variety of reports and other duties.
- Prepares and maintains appropriate files and records including the operations of claims processing.
- Assures that all assignments are completed in a thorough and accurate manner.
- Performs ordering and maintenance of office supplies.
- Assists with processing and maintaining departmental records, including departmental payroll and claims processing.
- Files and maintains on a current basis all designated records in a manner designed to develop the best possible information access and control.
- Assists in the preparation and maintenance of a variety of departmental records.
- Attendance is required.

***The item below is listed on my current job description (Rural Economic Development), but not on the Planning and Zoning description, and should be included in the new job description:***

- Facilitate and track communication with rural cities, citizens, and local and outside business representatives.

***The following items are included on the Planning and Zoning job description, but not on the Rural Economic Development description, but should be included in the new job description:***

- Aids in general research for permit applications and site plans for completeness and accuracy, computes acreages and applied metes and boundary descriptions and legal land descriptions in researching zoning requirements relative to application, inquiries and other zoning matters within scope of responsibility.
- Assists in the preparation and maintenance of a variety of maps, files and records regarding property owners, acreage, and type and construction dates of structures assessed, and property splits.
- Processes claims and maintains records of all expenditures including payroll and office supplies.
- Attends, takes and transcribes minutes for Zoning Commission, Board of Adjustment, and Special Committee hearings.

***Listed under Non-Essential Functions and Responsibilities, the following should be included on the new description:***

- Stay current with Zoning, Subdivision and Flood Ordinances.
- Perform various other tasks/assignments as directed by the County Economic and Community Director.