

## **Clerk of the GTCMHIC Board Tompkins County**

**Department:** GTCMHIC

**Classification:** Non-competitive

**Approved:** 6/27/19

**Revised:** 10/20; 2/21; 3/22

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Business, Secretarial Science or closely related field **AND** two (2) years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Business, Secretarial Science or a closely related field **AND** four (4) years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE POSITION:**

The Clerk of the GTCMHIC Board is appointed by and serves at the pleasure of the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors, a Board comprised of elected and appointed officials from municipal corporations. The Clerk maintains the official records of all proceedings of the Consortium and is responsible for ensuring that all proceedings and records meet legal requirements and are kept as prescribed by law. The Clerk is responsible for independently performing complex clerical and organizational operations, and effectively managing all the Consortium's correspondence to internal and external stakeholders. The Clerk is responsible for the Executive Director's administrative details such as calendar management, meeting scheduling and conference arrangements, as well as relieving the official of contacts which are suitable for a position that is confidential and policy influencing. The Clerk acts for and in place of the Executive Director in their absence. The work is performed under the general direction of the Executive Director and Board Chair, with considerable leeway; and calls for frequent exercise of independent judgment in responsibilities and in giving out information regarding Consortium policies and practices. An incumbent has frequent contact with a wide range of municipal officials in carrying out assignments. Supervision may be exercised over clerical and other staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Acts as a personal and confidential assistant to the Executive Director, Board Chair, Board of Directors, and Executive Committee;
- Assists Executive Director and other members of the Executive Committee with appointments, committee meetings, letters, reports as they pertain to the Consortium;
- Independently composes and processes routine and complex correspondences by applying a knowledge of regulations and operations;
- Coordinates, prepares, assists, and disseminates meeting agendas and resolutions and other related material to Board members, Executive Director, committee members, government officials, the public, and press in accordance with the Open Meetings Law;
- Prepares resolutions, motions and actions for review by the Executive Director and Board Chair;
- Assists and provides insight to the Executive Director and Board Chair on the development of policies and procedures;
- Publishes legal advertisements as required by law;
- Notifies officials of any actions taken by the Executive Committee and Board;

- Ensures minutes are kept of all Board meetings and any committee meetings as necessary;
- Responsible for attending and taking minutes of Committee and Board meetings as well as any other meeting the Executive Director and/or Clerk deems necessary;
- Prepares, maintains and files various policy and procedure manuals and related records;
- Performs research and responds to requests by Board Members;
- Manages the Consortium's website;
- Maintains a directory of Participants, Municipal Board Members and Alternates, officials, boards and committees;
- Serves as Records Retention Officer;
- Maintains public access to information and assists, as necessary;
- Maintains records of the Consortium as required by the NYS Department of Financial Services to comply with regulations and audit;
- Provides external auditors with records as requested;
- Maintains calendar of contracts and appointment records and expirations;
- Performs tasks assigned by special committees and Executive Director;
- Oversees the selection and implementation of new office software applications and hardware purchases;
- Oversees publication, receipt, and distribution of Requests for Proposals;
- Provides administrative support to all Consortium staff.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of Parliamentary procedures and the Consortium's By-Laws;
- Thorough knowledge of local, state and federal laws pertinent to the operation of the office;
- Thorough knowledge of the records retention schedule set by New York State and electronic filing systems;
- Good knowledge of past and present structures and systems of local government;
- Excellent information technology and office software skills and experience;
- Good administrative, and supervisory skills;
- Ability to work independently with minimal direction either in an office or at a remote location;
- Skill and ability to provide excellent customer service;
- Ability to produce a concise and accurate narrative that summarizes important points of discussion and an accurate record of the group's actions;
- Ability to interpret and implement policies set by the Board;
- Ability to exercise accurate independent judgement;
- Ability to communicate clearly and concisely in both written and verbal form;
- Ability to follow complex instructions given both orally and in writing;
- Ability to write, edit and proofread a variety of documents;
- Ability to establish and maintain good interpersonal working relations;
- Ability to deal with the public and government officials in a helpful manner;
- Ability to perform close, detailed work involving considerable visual effort and strain;
- Interest in the preservation of public documents of local historical value;
- Tact, courtesy, good judgement;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment illness is minimal. Environmental factors include the

ability to work closely and cooperatively in close physical proximity with others. The employee may occasionally be required to work alone. Almost all work is performed indoors in a temperature- controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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