

**INGHAM COUNTY  
JOB DESCRIPTION**

**BOARD COORDINATOR**

**General Summary**

Under the general direction of the Board of Commissioners, is responsible for the day-to-day operation of the Board of Commissioners Office. Provides executive assistance and administrative support to the Commissioners and supervises clerical staff within the department. Develops budgets and monitors accounts for expenditure control, and performs other administrative functions of the office. Serves as administrative staff for the Ingham County Women's Commission.

**Essential Functions**

1. Manages the Office of the Board of Commissioners in accordance with general policies established by the Board. Responsible for making initial decisions as to direction of oral/written information flow.
2. Supervises clerical support staff, includes participating in the employment process, orienting and training new employees, and scheduling, planning and assigning work.
3. Reviews past year's projected and actual budget figures for the Board Office, Women's Commission, and Equal Opportunity Committee, assimilates information and prepares annual budgets. Generates monthly reports and reviews projected activity, and advises Board of possible deficiencies.
4. Directs, edits and/or coordinates preparation of Board and committee agendas, board reports, resolutions for the Board Office, honorary resolutions and news releases. Electronically distributes committee agendas and materials on County's internal network system. Converts agenda material to HTML format and posts on County's web page.
5. Inputs payroll and ensures bills are paid for Board Office, Women's Commission and Equal Opportunity Committee. Processes per diem payments for Commissioners.
6. Attends Leadership and Board of Commissioners meetings, and receives calls from constituents in the absence of Commissioners. Follows-up on complaints regarding County services, may include reviewing issue with constituent, collecting information from department, and following-up with caller, department head, County Attorney, or presenting information to Commissioner to facilitate resolution of complaints.
7. Maintains regular communication with department heads, constituents, other governmental entities, community agencies and County-wide staff to research, collect and discuss information and discuss issues before the Board.

8. Develops and maintains web pages for the Board Office, Women's Commission, Equal Opportunity Committee, and other departments, and assists other staff in the development of pages. Works with MIS staff to enhance site. Designs and prepares graphics, brochures, programs, banners, letterhead and other desktop publishing projects.
9. Serves as administrative staff for the Women's Commission, and coordinates clerical staff for the Friend of the Court Advisory Committee, 911 Advisory Board, and Equal Opportunity Committee for the purpose of preparing minutes, mailings and other support. Receives calls from women in times of crisis situations, and refers them to appropriate sources.
10. Coordinates the Advisory Board process for the Board, obtaining applications for vacancies, notifying the media, arranging interviews, and informing Board of vacancies. Notifies applicants of appointments and expiration of terms, and monitors terms, making sure appointees do not exceed term limits.
11. Coordinates travel arrangements for Commissioners, monitoring expenditures to ensure they do not exceed maximum amount allowed per Commissioner, prepares correspondence and news releases for Commissioners, sets-up and attends meetings, addresses Commissioner requests, plans and coordinates special functions undertaken by the Board such as County Government Week, receptions, ceremonies, and displays, and designs and prepares advertisements for publication.
12. Establishes and maintains Board of Commissioners files on meetings, budget data, projects, and other matters. Assists the public, employees and elected officials in identifying, researching, and obtaining Board data and reports.
13. Reviews and responds to Board mail. Determines whether the issue needs the attention of the Board, a Committee, or the Chairperson. Assists in response by pulling files, collecting background information, referring to attorney, or taking other action.

#### Other Functions

None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

#### Employment Qualifications

**Education:** Associate's Degree with course work in data/word processing, accounting, secretarial science, and office management.

**Experience:** Three years of progressively more responsible secretarial/administrative experience in a governmental setting. Prefer some experience in County government.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to lift and/or move boxes of files weighing up to 25 lbs.

**Working Conditions:**

Works in office conditions.