

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DEPUTY CLERK/INTERGOVERNMENTAL RELATIONS

General Summary:

Under general direction of the County Clerk, serves as the Chief Deputy to the County Clerk in the area of governmental affairs and intergovernmental relations. Represents the Clerk in meetings, functions and projects that impact the Clerk's Office. Develops and monitors the annual budget. In coordination with the Chief Deputy/Internal Operations, initiates and revises policies and services as needed and/or required by law. Serves as Liaison and Coordinator between Clerk's Office and other governmental and County departments. Directs web-based initiatives that enhance the services of the Clerk's Office

Essential Functions:

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

1. Serves as liaison with other county agencies, local and state-government offices and other outside agencies to achieve mission of the Clerk's Office.
2. Directs web-based services.
3. In coordination with County Clerk and Chief Deputy/Internal Operations, assists in planning, implementing and evaluating new programs to enhance services to county residents or as required by law; develops and submits new or revised policies to meet operational objectives.
4. Represent the County Clerk at meetings and carries through on functions as necessary.
5. Prepares and monitors the annual budget, alerting the Clerk of any shortcomings or unforeseen issues. Assures appropriate distribution of costs to various funding sources.
6. Responds to inquires and determine best solutions within rules, regulations and County procedures.
7. Assists Elections Coordinator with election planning and preparation.
8. Performs other duties as directed and/or delegated by the County Clerk.
9. In the absence of the County Clerk and/or Chief Deputy/Internal Operations, serves in that capacity as directed.

10. Performs other duties as directed or assigned.

Other Functions:

11. None listed.

Employment Qualifications:

Education: Bachelor's Degree in Business Administration, Public Administration, or other related field.

Experience: Three to five years of related work experience required.

Other Requirements:

Must have excellent public relations' abilities and experience. Excellent computer and web skills, and abilities to learn new systems quickly. Must be bondable and become a Notary Public. Must have possession of a valid Michigan driver's license.

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):

With or without accommodations, this employee must be able to work responsibly alone to manage the intergovernmental relations of the County Clerk and perform high quality and complex managerial and bookkeeping functions. Must be capable of managing own time. May lift, carry, push, and/or pull weights up to 30 lbs. across the office occasionally during the day. Stands, sits, bends, and squats throughout the day for varying lengths of time. Climbs ladders and stairs to access shelves and storage areas occasionally throughout the day. Must be able to operate a PC and other computers using windows environment on a wide area network. Must be able to attend for the purpose of this work, evening meetings. Answers and utilizes standard voice telephone for communications with the general public.

Working Conditions:

Works in office conditions.

Must be able to drive to various offices and agencies throughout the County.