



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: November 7, 2024

Date Listing Will Close: November 14, 2024 at 5:00 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: Board Secretary

Location / Department: County Admin Office/Board of Supervisors

Salary: \$18.00- \$24.00 per hour

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 – 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Board Secretary

DEPARTMENT: Board of Supervisors **FLSA STATUS:** Non Exempt

REPORTS TO: Board Members/County Administrator **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: November 2, 2023 **CLOSING DATE:** November 14, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To plan, direct, supervise, and coordinate activities of the Board of Supervisors Office related to the Proposed and Official agendas for Board of Supervisors' meetings and receipt of supporting agenda documents.

ESSENTIAL JOB FUNCTIONS:

1. Maintains a board meeting calendar and attends Board of Supervisors' meetings.
2. Responsible for the recording of all Board of Supervisors' meetings.
3. Responsible for the preparation, organization, printing, and distribution of the Board of Supervisors meeting agenda to the Board members, County Departments, media and public.
4. Proofreads each agenda item and official agendas to ensure completeness and accuracy.
5. Coordinates with Board members, County Administrator, other County departments, outside agencies and the general public for Board agenda submissions.
6. Coordinates special meetings scheduled by the Board of Supervisors. (Budget Hearings and Tax Hearings)
7. Reviews the work of County departments and other staff to ensure that agenda items have been submitted properly and received required approvals.

8. Assist County staff and Board members by providing information and minutes research assistance.
9. Makes photocopies of correspondence and other printed material, using photocopying machine; receives and sends facsimile copies, using facsimile machine.
10. Answers calls and receives visitors, answers provides information regarding board meeting and agenda procedures.
11. Responsible for maintaining an accurate and up-to-date listing of all County Commission appointments.
12. Notify the appropriate Electric Company when street light applications have been approved by the Board.
13. Coordinate with the Board Attorney to ensure preparation of Board Orders and Board Resolutions.
14. Assist in Emergency Management Operations office during emergency declarations / disasters.
15. Serves as Assistant Receiving Clerk to assist in the coordination and consolidation of receiving and delivery requirements for all County departments; prepares receiving reports in the absence of the Receiving Clerk.
16. Assists County Administrator and Human Resources Departments as requested.
17. Organizing, filing, scanning documents and routine office duties.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.
2. Assists with making and printing County badges.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of Boards of Supervisors' rules pertaining to preparation and processing of the Proposed and Official Agendas.

Thorough knowledge of the format, content and required appearance of agenda items including ordinances, resolutions, reports, administrative orders, bid advertisements, bid awards and change orders.

Thorough knowledge of the role of County departments, agencies and Chancery Clerk in the preparation and processing of the Proposed and Official Agenda.

Considerable knowledge of Granicus / Legistar agenda system.

Thorough knowledge of public relations principles and techniques.

Considerable knowledge of the principles of management and public administration.

Considerable knowledge of English grammar, spelling and punctuation.

Knowledge of management principles and practices.

Knowledge of research methods and techniques using Granicus/Legistar and AS400.

Knowledge of hard copy and computer filing and record-keeping systems.

Knowledge of computer fundamentals and business software, including spreadsheet and word processing software.

Ability to coordinate and manage the agenda process in accordance with established practices, regulations and procedures.

Ability to establish and maintain effective working relationships with a variety of elected and appointed County officials.

Ability to produce the Proposed and Official Agendas for the Board of Supervisors on a timely basis without errors, omissions or duplications.

Ability to monitor various processes affecting agenda items and ensure agenda items are included on scheduled agendas.

Familiarity with legal terminology and statutory guidelines relative to meeting requirements of Boards of Supervisors.

Considerable proficiency in Microsoft products, i.e. Outlook, Word, and Excel.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from an accredited High School, or Business degree from an accredited college with four (4) years of increasingly responsible office work experience. Equivalent combinations of education and experience will be considered.

SALARY RANGE: \$18.00- \$24.00 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)		✓
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓