

LANCASTER COUNTY
ADMINISTRATIVE SECRETARY TO THE COUNTY BOARD

NATURE OF WORK

This is highly responsible and confidential secretarial and administrative work in the County Board of Commissioners Office.

Work involves responsibility for the execution of clerical and administrative tasks for all members of the County Board, Chief Administrative Officer, Deputy Chief Administrative Officer and the Budget and Fiscal Officer. Work includes preparing correspondence and reports, participating in budget preparation and administration, and researching and reviewing such projects as are assigned by the County Board, Chief and Deputy Chief Administrative Officer, and Budget and Fiscal Officer. Work also includes acting as liaison between the public, administration and County Board members, Chief and Deputy Chief Administrative Officer, and Budget and Fiscal Officer. An employee in this class is expected to expedite routine matters associated with the daily business and office operation of the County Board's office, thereby freeing the County Board and administrative staff from routine duties and clerical work in conjunction with County business. This position is under the general supervision of an Administrative Superior.

EXAMPLES OF WORK PERFORMED

Maintain the County Board's calendars; coordinate meeting dates, times and places with the Board and committee members; update committee membership lists, records and minutes.

Type correspondence, reports, forms and other documents; may record and transcribe oral dictation including letters and various memoranda.

Assist in the preparation and public posting of County Board weekly staff meeting agendas under the supervision of Chief Administrative Officer.

Assist in the preparation and public posting of agendas for various meetings including but not limited to, Pension Review Committee, Justice Council, City/County Commons and any other advisory committees created by the Lancaster County Board. Complete and post minutes for advisory committees as assigned.

Serve as a primary point of contact for all Lancaster County website issues, assist in updating the Lancaster County website (including all department pages) and County Board pages as necessary; assist with training new employees on website functionality and page updates.

Assist in monitoring and responding to Lancaster County social media pages including Facebook and Twitter.

Assist Budget & Fiscal office with tasks, reporting and training related to OpenGov and the annual budget.

Assist Budget & Fiscal office with annual audit related items.

Assist Deputy Chief Administrative Officer with the compilation, creation, and marketing of the Lancaster County Annual Report.

Assist Deputy Chief Administrative Officer with the creation and publication of the monthly Lancaster County Newsletter.

Facilitate the special projects of the County Board including but not limited to annual charitable campaigns, County Government Day, Girls/Boys State, and the annual Employee Recognition event.

Receive all visitors; screen telephone calls according to purpose; answer inquiries related to the County Board; and direct other inquires to appropriate agency contacts for response.

Assist in determining monthly submissions of pieces for inclusion in the NACO and NACo newsletters and promotional pieces to highlight Lancaster County.

Assist with specific projects assigned to the Chief or Chief Deputy Administrative Officer by the County Board.

Order office and copier supplies; oversee maintenance of County's copier.

Maintain filing system for the County Board; receive and distribute mail to appropriate individuals.

Ensure that all County Board records are appropriately stored in Content Manager; assist County Board and staff with the scanning and retention of documents in Content Manager.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and procedures of office management.

Considerable knowledge of organizational and administrative policies and procedures.

Considerable knowledge of the website platform used by Lancaster County and its management of pages.

Knowledge of training processes and ability to communicate training concepts.

Knowledge of the basic principles of accounting and financial recordkeeping procedures.

Ability to answer routine questions concerning matters related to the County Commissioner's Office.

Ability to perform routine administrative detail independently, including preparation of letters, reports and memoranda.

Ability to maintain a schedule of various meetings, appointments, and other dates connected to the responsibilities of the County Board and administrative staff.

Ability to understand and follow oral and written instructions and to communicate effectively both orally and in writing.

Ability to maintain office and clerical records and to prepare reports from such records.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to utilize all Microsoft products including Word, Excel, Publisher and Power Point.

Ability to utilize social media platforms including Facebook and Twitter.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in office management, business administration or related field plus two years of experience in performing administrative clerical and office management work in an office involving extensive public contact; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 3/21

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