

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COMMISSION SERVICES SUPERVISOR
DEPARTMENT: PLANNING AND BUILDING SERVICES
REPORTS TO: PLANNING & BUILDING DIRECTOR
CIVIL SERVICE: YES

CLASS CODE:
FLSA STATUS: N
DATE: 12/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general supervision performs a variety of complex administrative and technical functions in support of the Planning Commission, Zoning Administrator, and related Planning and Building Services commissions and committees. Supervises staff and performs a variety of highly complex administrative functions in support of the department director.

DISTINGUISHING CHARACTERISTICS:

The Commission Services Supervisor is distinguished from Supervising Staff Assistant by the additional responsibility for supervising and providing administrative support specifically for the Planning Commission and related commissions and committees of the Planning and Building Services Department. This classification is distinguished from the Deputy Clerk of the Board of Supervisors by the performance of duties by the latter that are specific to functions within the Office of Clerk of the Board of Supervisors.

SUPERVISION EXERCISED:

Exercises direct first line supervision over support staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; making recommendations for and/or rewarding and disciplining employees; addressing complaints and resolving problems.
- Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas; takes and transcribes minutes; creates minute orders for items requiring continuation, follow-up or instruction upon commission and committee direction; tracks commission and committee activities and provides reports to ensure completion of assigned project; takes, transcribes and/or distributes statements, minutes and notes from a variety of sources.
- Reviews and authenticates all information prepared on behalf of the Planning Commission and related commissions and committees prior to publication or distribution for content, comprehension, accuracy, etc.
- Reviews, audits and analyzes correspondence, reports and findings from various meetings for content, comprehension, accuracy, etc.
- Maintains information services systems, including: extensive database administration, administering network and Internet site; serving as liaison with County information services staff; providing staff training; troubleshooting problems; making recommendations for purchases; managing projects; arranging for software/upgrade installations; performing system back up functions.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; researches, composes and distributes confidential and non-confidential correspondence, agendas, charts, reports, letters, legal notices, resolutions, presentations and related items using a variety of software.
- Develops, monitors and communicates policies, procedures and standards related to function; recommends improvement when necessary.
- Reviews and interprets new legislation, government codes, policy mandates, etc., and disseminates and explains to staff and the public.
- Manages records, including purging and organizing filing systems.
- Maintains and upgrades professional knowledge and skills by attending seminars and training programs and by reading trade and professional journals and publications.
- May deal with sensitive and confidential personnel matters at the discretion of the department director.
- Reports administrative and/or operational problems to supervisor.
- Relieves officials of routine administrative details such as reviewing reports for accuracy and conformance to policies and standards; monitors and communicates departmental policies and procedures, and updates publications for final

approval.

- Performs specialized research and statistical work on assigned subjects for staff and management.
- Enters and retrieves a variety of complex information from a computer terminal.
- May serve as backup for other positions within the department.
- May train other staff.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Recording Equipment

General Office Equipment
Sound System

Imaging/Scanning System
Typewriter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED equivalent; supplemented by college or technical school course work of a business/executive nature with knowledge of administrative skills AND four years of progressively responsible experience performing office duties that included typing, filing, developing reports, transcribing information and answering telephones with one year as a lead or supervisor; or an equivalent combination of training and education. Experience performing duties in support of a public commission and committee including preparing agenda packets and taking and transcribing minutes is desirable.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and training.
- Administration of staff and activities.
- Modern principles, practices and legislative trends relative to County government and government officials.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- The Brown Act. And Roberts Rules of Order.
- Administrative principles and practices including goal setting and implementation.
- Laws, policies, and procedures applicable to assigned work.
- Computer applications and hardware related to the performance of the essential functions of the job.
- Records management systems, practices and protocol.
- Effective writing skills.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer applications, hardware, and other general office equipment related to the performance of the essential functions of the job.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Typing from rough draft or printed text using a word processor or typewriter at a speed sufficient to perform the duties of the job.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks, to understand, interpret and communicate complicated

policies, procedures and protocols.

- Transcribing information from dictating equipment.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines such as copiers, typewriter and/or word processing software, facsimile machines, telephone systems, paging systems, and other standard office equipment.

Mental and Physical Ability to:

- Analyze administrative problems and situations.
- Read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment (at the discretion of the supervisor).
- Establish and maintain effective working relationships with others.
- Present appropriate facts in written and oral form.
- Draft and type correspondence.
- Use independent judgment within established guidelines.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Physical ability to lift, carry, push/pull or move objects weighing up to 20 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the 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.