



Executive Commission Administrator

Office of the Director

ED/3

JOB SUMMARY

This position is responsible for assisting and coordinating with the Commission's legal counsel, providing support for insurance claims management functions and for providing full administrative support to the Board of Commissioners.

ESSENTIAL FUNCTIONS

- Provides executive level administrative support for seven-member Board of Commissioners and Executive Director, as needed.
- Works closely with the Commission's legal counsel on Open Records and Freedom of Information requests and provides needed assistance in any legal action filed by, or against, the Commission.
- Coordinates with private sector vendor in the administration of the utility's insurance claims management functions.
- Coordinates with other departments as needed to manage the utility's damage claims functions.
- Serves as Clerk to the Board of Commissioners and related committees.
- Prepares agendas for meetings; collects and prepares back-up information for agenda items.
- Notifies Commissioners, staff and news media of upcoming meetings. Ensures all legal notices are filed and published timely.
- Attends Board meetings, executive sessions, workshops and special called meetings.
- Attends disciplinary hearings and records minutes.
- Composes full and accurate meeting reports and posts minutes.
- Manages the retention of Board records and official documents.
- Works closely with the Executive Director on developing schedules.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Board of Commissioners procedures, operations and responsibilities.
- Knowledge of city and county ordinances, the utility's operational agreements, and the Local Act.
- Knowledge of state open meetings and open records laws.
- Knowledge of records management principles.
- Possesses high level computer skills and use of all job-related software programs.
- Knowledge of processing insurance claims and working with insurance companies.
- Skill in preparing reports, minutes, correspondence and records.
- Skill in effective oral and written communication.
- Skill in the maintenance of files and records.
- Skill in planning and organizing large public meetings and commission functions.

SUPERVISORY CONTROLS

The Executive Director assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities. Works closely with and provides executive level administrative support for the Board of Commissioners.

GUIDELINES

Guidelines include open records laws, records retention laws, city and county ordinances, and utility policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to serve as Clerk to the Board of Commissioners. Successful performance ensures the effective and efficient operation of the utility in compliance with all relevant guidelines and legal requirements.

CONTACTS

- Contacts are typically with utility employees, Commission members, elected and appointed officials, contractors, vendors, customers, members of the news media, and members of the general public.

- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- This work will require the handling of legal documents and other confidential documents and business information.
- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and file boxes.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

There are no supervisory duties, however the position calls for close working relationships with the elected and appointed members of the Board of Commissioners and with the Executive Director.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- Possession of or ability to obtain Georgia Certified Clerk designation within three (3) years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated, as may be required to attend meetings at other sites.