

POSITION DESCRIPTION

Title: Administration/Records Manager

Department: Commission Administration

Job Analysis: 01/1997, 01/2001, 11/2011, 09/2014, 02/2017, 09/2017, 06/2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Assistant Records Manager, Administrative Support Specialist I, Administrative Support Specialist III, **Custodian** (Commission Administration/ **Bay Minette Custodial**, Central Annex I, Fairhope Courthouse, Foley Courthouse)

Internal Contacts: County Commissioners and Other Departmental Personnel

External Contacts: General Public, various Government Officials, Vendors

Status: Classified/Exempt (EC-8)

Job Summary

Performs various administrative duties for the County Commission and additional duties as directed by the County Administrator. Oversees the day to day operation of the Commission Administration Offices and supervises the Commission Administration personnel at the Bay Minette Commission Office, **Bay Minette Custodial**, Fairhope Courthouse, Foley Courthouse and Central Annex I.

Job Domains

1. Supervises the Commission Administration personnel at the Bay Minette Commission Office, **Bay Minette Custodial**, Fairhope Courthouse, Foley Courthouse and Central Annex I.
2. Coordinates records management activities with Administration staff to ensure effective and efficient creation and maintenance of records.
3. Responsible for the review, compilation and publishing of meeting agendas, recording proceedings for meetings and transcribing meeting minutes.
4. Coordinates with television production company, closed captioning company, court reporting services, and local cable providers for meetings.

5. Prepares and reviews agenda items, correspondence, legal advertisements, policies, reports, contracts, resolutions, proclamations, and other documents.
6. Manages content for the County Commission and Administration Department webpages and online calendars. Responsible for the content maintenance of various online public and internal document repositories.
7. Responsible for press releases/public notices as directed by the County Administrator and as requested by various county departments and/or other organizations. Responsible for distribution of related information on the Commission's social media outlets.
8. Coordinates public records requests for the County Commission, communicating with the requestor and appropriate county departments regarding the compilation of records/information and billing. Provides information available to inquiries from general public.
9. Handles county alcohol license requests and oversees the application process under the responsibility of County Commission.
10. Assists County Administrator with voting administration and matters related to elections under the responsibility of the County Commission.
11. Performs research, prepares reports and provides other administrative/clerical assistance for the County Administrator as directed.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the general public.
2. Ability to communicate effectively, both verbally and in writing.
3. Able to accurately edit and write materials for publication.
4. Skills to understand codes, regulations and policies.
5. Ability to handle multiple assignments and have knowledge of research procedures with the ability to document findings and provide reports.
6. A good working knowledge of general office practices, procedures, equipment and software.
7. The ability to take dictation and to type a minimum of sixty (60) words per minute within an acceptable standard of quality and accuracy.
8. Knowledge of County Commission activities.*

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Bachelor's Degree in Public Administration or Business Administration or minimum of ten (10) years of related government administration/records experience.
2. Have a valid driver's license.