



CONFIRE

Clerk of the Board

SALARY RANGE

\$139,068.80 - \$197,329.60 Annually

DEFINITION:

Under general administrative direction of the Board of Directors and the Administrative Committee, plans, develops, and directs the overall activities of the Clerk of the Board; performs various functions and administrative duties for the Board and Administrative Committee; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position class characterized by its department head status and full responsibility to coordinate all CONFIRE business being reviewed by the Board of Directors; to record and execute official actions of the Board of Directors and the Administrative Committee, other boards, and commissions; and to establish department policy.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Plans, organizes, and directs the activities of the Clerk of the Board of Directors and the Administrative Committee; evaluates subordinate staff; reviews and approves personnel actions.
2. Establishes and enforces policies and procedures related to the administration and daily operation of the Clerk of the Board of Directors and the Administrative Committee.
3. Directs the preparation of and reviews the annual budget; ensures that fiscal controls are established and maintained.
4. Records and/or directs the recordation of the official minutes of all the Board of Directors and the Administrative Committee proceedings; directs the staff to execute and distribute the directives of Board of

Directors and the Administrative Committee; oversees the file maintenance of Board of Directors and the Administrative Committee

5. Directs the preparation, scheduling, and distribution of the Board of Directors and the Administrative Committee Agendas, the Fair Statement of Proceedings, hearing notices, ordinances, and other matters requiring publication.

6. Receives and reviews inquiries and complaints directed to the Board of Directors and the Administrative Committee from the general public and media; resolves personally or makes appropriate referrals.

8. Ensures close coordination with Board of Directors and the Administrative Committee, member agencies, CONFIRE Counsel, and other departments engaged in executing Board of Directors and the Administrative Committee orders.

9. Prepares correspondence and reports.

10. Provides vacation and temporary relief as required.

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