

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

Job Title:	Clerk of the Hampton Roads Workforce Council Board of Directors
Reports to:	Executive Assistant to the President and CEO
General Classification:	Administration Pay Band: Specialist
Employment Status:	Part-time; this position may be authorized to work remotely.
Last Review:	June 2022

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council’s Clerk of the Hampton Roads Workforce Council Board of Directors (HRWC BOD) and under general direction, plans, organizes, and oversees the activities, services, and operations of the Clerk of the Board function, including scheduling, planning all Board of Directors of the Hampton Roads Workforce Council and its Committees’ meetings; preparation of Board and its Committees agendas, minutes, and actions, maintaining official Board documents and records, as authorized under the Workforce Innovation and Opportunity Act (Public Law 113-128) of 2014 and other grant funded initiatives. All duties are performed under general supervision of the Executive Assistant to the President and CEO. This position may be authorized to work remotely.

ESSENTIAL JOB FUNCTIONS

- Facilitates all communication and correspondence with Board and Committee membership regarding all related business activity.
- Reviews and makes recommendations, in consultation with the Executive Assistant to the President and CEO, and Committee staff liaisons, regarding items placed on HRWC BOD Agenda; ensures that accompanying documents, reports and studies are appropriately processed.
- Prepare and distribute Board Packets (i.e. Agenda, Board Reports, etc.).
- Coordinates meeting locations, setup of meetings, anticipate and prepare technology resources as needed for meetings.
- Arranges refreshments for meetings.
- Prepares and maintains a variety of files, records and reports; maintains financial records related to the receipts and disbursement of funds.
- Provides public information on Board meetings and Board action taken, i.e. posting of public notices and minutes to website.
- Schedules new member orientations.
- Prepares Boards semi-annual certification documentation to Virginia Community College.
- Maintains Board’s yearly calendar.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Director’s Vision, Mission and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics and professional decorum.

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REQUIRED KNOWLEDGE

- **Office Administration** – thorough knowledge of administrative and clerical procedures and designing forms, and other office procedures and terminology. Knowledge of general office equipment and personal computers to include word processing, spreadsheet, to include Microsoft Office and Office 365.
- **Technology** – Knowledge of computer systems and business applications to include personal computer network, cabling systems, and operating systems. Knowledge of general office equipment and personal computers to include word processing, spreadsheet and related software.
- **Communications and Media** – Knowledge of media production, communication, and dissemination techniques and methods.
- **Customer Service** – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet, presentation and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships/Customer Service** – Develops and maintains cooperative, courteous and professional relationships with employees and all levels of management to include vendors, representatives from other organizations and the general public.
- **Time Management** – Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet deadlines.
- **Critical Thinking** – Strong analytical skills to include using logic and reasoning to understand, analyze, and evaluate routine situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to situation.

REQUIRED ABILITIES

- **Coordination of Work** – Highly developed ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- **Communication** – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- **Accounting and Budgeting** – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

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EDUCATION AND EXPERIENCE

Requires a bachelor's degree in business, public administration, or a related field and 10 years of progressively responsible experience in business or the public sector with office management, records management or closely related responsibilities or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be compensated by a monthly travel allowance per agency policy.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those generally experienced in an office and customer service operating environment. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks. Reasonable accommodations will be made to assist individuals with disabilities to better perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to fingers, handle, or feel objects, office tools or controls; reach with hands and arms; climb stairs; balance; stoop; lifting of light weight (5-10 pounds); kneel; crouch or crawl; talk and hear; operate a personal vehicle.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.