

Charlotte A. Randolph, *Parish President*

Human Resources Department

JOB ADVERTISEMENT MEMORANDUM

To: Employees and Media

From: Human Resources

Date: July 23, 2007

Re: Position Open

LAFOURCHE PARISH COUNCIL is accepting applications for the position of **Council Clerk**. The Council Clerk shall keep the official minutes of the meetings of the governing authority, sign ordinances, certify copies of minutes, resolutions and ordinances and shall perform such duties as may be prescribed by the Home Rule Charter or by Ordinance. Salary range of \$30,000 to \$45,000. Job duties and salary are subject to change by the Council. A copy of a complete job description with additional duties and qualifications follows.

Must pass drug screen and provide valid LA Driver's License. Interested candidates should send their resume and application to the Human Resources Dept. located at the Lafourche Government Complex at the address above or fax to Attn: Human Resources at 985-446-3530.

Deadline for applications is August 3, 2007 by 1:00 pm. Resumes received without applications will not be considered. Applications can also be found at www.lafourchegov.org.
EOE/ADA

JOB SUMMARY

Appointed by the Lafourche Parish Council, the Council Clerk serves as the "Custodian of Records" for the governing authority of Lafourche Parish, the Lafourche Parish Council; and, is responsible for the keeping of the official minutes of the meetings of the Council and its committees, certification of minutes, resolutions, and ordinances, and the overall coordination and management of the administrative operations and records management systems of the Lafourche Parish Council by performing the following duties personally or through subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following. Other duties may be assigned. Plans, develops, implements, and maintains the official records management policies/systems designed to standardize filing, protect, and retrieve records, minutes, reports, ordinances, resolutions, and all other legal documents and information for the Parish Council and its standing and special committees which are contained on paper, microfilm, computer disks, and other media;

Coordinates activities of parish departments as it relates to records management, preparation of proposed legislation, and official actions and directives of the Parish Council;

Serves as the “Custodian of Records” for the governing authority of the Parish; reviews and appropriately responds to requests for official records from other departments, subpoenas, the press, citizens, outside agencies, and federal and state agencies;

Evaluates requests for Council consideration and action utilizing knowledge of principles of records and information management, administrative processes and policies, cost control, governmental and statutory requirements, and Parish Council rules of procedures and management objectives;

Confers with administrators, legal counsel, and outside affiliated agencies to ensure compliance with policies, procedures, and practices of the records management system and the Parish Council;

Conducts research either personally or through subordinate employees into subject of proposed legislation and develops preliminary draft of resolution and/or ordinance;

Analyzes pending legislation and facilitates action to be taken including the preparation and publication/posting of the appropriate public notices, in conformity with state and parish statutes;

Briefs members of the Council on policy issues;

Attends all Parish Council meetings and records proceedings;

Either personally attends or requisitions the attendance of subordinate personnel at all Parish Council standing and special committee meetings to record proceedings;

Transcribes and prepares written minutes of all Parish Council and associated standing and special committee meeting proceedings, either personally or by subordinate personnel;

Coordinates the preparation of official meeting agendas of the Parish Council and its standing and special committees by facilitating requests for consideration from parish departments and outside agencies; ensures that proper “back-up” information is provided for Council review; prepares, either personally or through subordinate personnel, the monthly meeting packets for all Parish Council and committees, and ensures timely delivery and receipt of the packets by the members;

Facilitates the publication of periodic updates/supplements to the Lafourche Parish Code of Ordinances;

Ensures the preservation of archival documents of the Lafourche Parish government;

Speaks/confers with constituents, administrative staff members, and members of the press to gather and provide information on behalf of the Council;

Provides administrative direction to assigned personnel; ensures that assigned areas of responsibility within the Office are performed within budget limitations, performed in accordance with cost control policies and procedures, and are characteristic of effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time.

Works closely with appointed boards and commissions to establish policies and objectives required in the proper administration of programs and in meeting Parish Council needs and desires, as well as the terms and conditions of properly fulfilling the designated area of responsibility; monitors terms of appointment of all Parish Council appointments to the various Parish boards and commissions to ensure reappointment in accordance with organizational statutes;

Develops, analyzes, and interprets statistical and accounting information so as to appraise operating results in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the Parish Council and the administrative services rendered;

Provides reports and interprets the results of operations to all levels of parish government management which include the analysis of financial statements and operational data, the coordination of Office activities, and any other special reports, as required;

Forecasts short-range and long-range cash requirements and obligations, as a basis for maintaining adequate funds for the operations of the Parish Council and its administrative functions;

Coordinates and directs the preparation of the annual operations and maintenance budget for the Parish Council and its administrative functions;

Assists in the completion of the annual audit of the Lafourche Parish Council by maintaining and providing departmental records, as needed;

Receives and resolves complaints, concerns, and questions from the general public, the members of the Council, other elected officials, members of the advisory board(s) and representatives of outside agencies;

Provides training and direction to staff to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, conducts employee performance evaluations, reviews and makes recommendations for promotions, layoffs, terminations, and wage increases; determines manpower shortages and facilitates the creation of new positions within the Office;

ADDITIONAL RESPONSIBILITIES

Serves as a member of outside affiliated boards and commissions, as assigned;

SUPERVISORY RESPONSIBILITIES

Directly supervises the employees in the Office of the Council Clerk. Carries out supervisory responsibilities in accordance with Lafourche Parish Council policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience

Bachelor's degree in Public Administration or related field from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of the legislative functioning of a parish governing authority. Substantial knowledge of local government responsibilities and programs associated with proper financial management, compliance with open meetings laws, public records laws, and the "Code of Governmental Ethics" required.

Language Skills

Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, legal documents, financial reports, and technical procedures. Ability to write reports, resolutions, ordinances, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

Must possess a valid Louisiana Driver's License.

Other Skills and Abilities

Must have good knowledge of the methods, practices, and procedures in the proper administration of the legislative functions of a parish governing authority; must possess extensive abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and formal methods and techniques in record keeping and filing systems.

Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.

Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.