



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
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JAYER WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District

TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of Commissioners

FROM: Tony Gomillion, County Administrator

DATE: February 22, 2016

SUBJECT: Clerk of Court Request for Additional Board Support Personnel

DISCUSSION

Discussion of request from the Clerk of Court to add an assistant deputy clerk to BOCC position to the Board Support Department. This maximum initial additional cost with benefits would be approximately \$43,000.00.

BACKGROUND

Attached is the documentation from the Clerk's office that discusses the type of position anticipated and the reason for the request.

Board Support Department:(Brandy Kea and Amanda Pierce)

In the past, the Board Support Department prepared minutes (monthly) for the following:

- Committee meetings x 2
- Regular meetings x 2
- Rezoning meeting
- Zoning Board meeting
- Any additional Board workshops, Budget meetings, interviews, Value Adjustment Board meetings, etc.

These averaged approximately 7 meetings per month for 2 staff members to attend and prepare minutes in a timely manner.

December 10, 2012, the **Local Restore Council** was established and added

May 2013, the **Civil Service Board** hearings and meetings were added.

June 2015, **Tourist Development Council's Board of Director** meetings were added. *** (this began as temporary assistance and progressed to full time and this office now travels to Navarre and/or Gulf Breeze for these meetings.

The addition of these 2 "advisory" boards and the addition of the Civil Service Board (independent of the BOCC) have increased the workload adding on the average another 3 meetings to the original 7 meetings.

This Department is also custodian for the Board of Commissioners contract agreements, ordinances, and resolutions which takes time for filing and record keeping in an organized and timely manner.

The Clerk is responsible for the coordination of the Value Adjustment Board process during the months of May thru the end of October. This is an extremely busy time for this department due to the statutory requirements of the VAB and this is when the additional budget meetings begin for the BOCC. I would like to have more time to devote to my VAB duties during the VAB process. This process is very tedious and detailed due to Florida Statutory requirement, the Department of Revenue procedures and the coordination and scheduling with the Property Appraisers Office, VAB Board members, Special Magistrates and VAB attorney.

January 2015 - 8	August 2015 – 15
February 2015 – 7	September 2015 – 13
March 2015 – 7	October 2015 – 10
April 2015 – 8	November 2015 – 7
May 2015 – 9	December 2015 – 5
June 2015 – 10	
July 2015 – 10	Total meetings for 2015 - 109



ASSISTANT DEPUTY CLERK TO BOCC (RANGE 13)

Class Code:
9171

Bargaining Unit: GENERAL

SANTA ROSA COUNTY
Established Date: Jan 14, 2014
Revision Date: Mar 20, 2014

SALARY RANGE

\$10.50 Hourly
\$840.00 Biweekly
\$1,820.00 Monthly
\$21,840.00 Annually

GENERAL DESCRIPTION:

Moderately complex clerical/secretarial work related to Board of County Commissioners Committee and special meetings.

ESSENTIAL JOB FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Serves as an assistant by planning, initiating and completing secretarial, clerical and administrative offices activities;
Attends meetings of Commissioners as Clerk's representative;
Attends Commissioners meetings to take dictation and record meeting on cassette or other media tapes and transcribes minutes and prepares a "proof" set for verification with Clerk's staff;
Completes preparation of minutes after verification process;
Maintains and indexes cassette tapes of meetings by date for archive records;
Assists with maintaining departmental files and publications;
Assists with the Value Adjustment Board meetings and all files pertaining to said meetings;
Assists in the preparation and maintenance of departmental bookkeeping, fiscal records;
Distributes Gun Permit info applications;
Contacts preachers for meetings;
Receives and routes telephone calls, answering questions which may involve minutes and documentation of the Commissioners meetings;
Assists with preparation of agreements, resolutions, budget amendments and ordinances as required;
May perform research and retrieval of records and data;
Assists Clerk in any capacity as directed;

ESSENTIAL PHYSICAL SKILLS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 15 pounds.

ENVIRONMENTAL CONDITIONS: Office.

KNOWLEDGE OF: Business English, spelling, arithmetic, office practices and procedures. Database software; Internet software; Spreadsheet software and Word Processing software.

ABILITY TO: Read and comprehend moderately complex instructions, short correspondence, and memos; to write correspondence; to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; make arithmetic computations and tabulations accurately and with reasonable speed; meet and deal with public in a polite and courteous manner.

SKILLS: Operation of computer/data entry equipment; type.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED). Five years experience in secretarial duties, including one year experience in the operation of a PC or similar data entry equipment; type 35wpm.

\$ 3,065.45