

PARISH COUNCIL SECRETARY

REPORTS TO

Parish President and Parish Council

JOB SUMMARY

The Parish Council Secretary is responsible for assisting the Parish Council Members and/or Parish Boards/Commissions in conducting Parish Council related business. This position is responsible for preparing for, monitoring, and finalizing meetings, agendas, documents, etc. for the Parish Council, Planning & Zoning Commission, Economic Development Board, Board of Adjustments and Port Commission of West Feliciana Parish. This also includes assisting with meeting preparation, ensuring meetings are following the agenda and Robert's Rule of Order, and producing meeting minutes or any other Council / Board / Commission related activities. This is a part-time position, not to exceed a maximum of 24 hours a week.

This is a part-time position that requires limited evening availability

ESSENTIAL JOB FUNCTIONS

- Answers inquiries regarding ordinances, resolutions and any other Parish Council specific information.
- Types agendas, reports, minutes, and correspondence as it relates to the Parish Council and Boards/Commissions.
- Creates, finalizes, and certifies all resolutions and ordinances as adopted by the Parish Council and in accordance with the Home Rule Charter and any other federal, state, and local laws that may apply.
- Advertises any and all items that require advertisement the Parish's Official Journal as they relate to the Parish Council and/or Boards/Commissions.
- Manages the West Feliciana Parish Boards and Commissions appointment schedule.
- Acts as the Custodian of Records for the Parish and oversees the response to Public Record Requests.
- Ensures the Parish website is up to date with all required information, documents, etc. as it pertains to the Council and Boards/Commissions.
- Manages the files and official documents of the Parish Council.
- Distributes correspondence to the Parish Council and/or Boards/Commissions as required.
- Prepares, and/or reviews various records and reports such as minutes, agendas and correspondences.
- Prepares and/or processes a variety of documentation associated with the Parish Council in accordance with established procedures and within designated timeframes.
- Assists with special projects on an as needed basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. West Feliciana Parish is an Equal Opportunity Employer.*

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION & EXPERIENCE

High school diploma or equivalent and at least 2 years working as an administrative assistant or similar experience and education. Experience working in a municipality or serving as a secretary for a municipality, board or commission is preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of business principles and best practices in an office environment.
- Knowledge of federal, state, and local laws/regulations that apply to the operations of the Parish Council and/or Boards/Commissions.
- Knowledge of Robert’s Rule of Order
- Ability to handle confidential information.
- Must be self-motivated.
- Proven ability to work independently with minimal supervision.
- Customer service focused.
- Detail oriented and organized to manage multiple tasks efficiently and effectively.
- Excellent interpersonal and communication skills to represent the Parish in a positive manner to elected officials, business owners, constituents and general public.

WORK ENVIRONMENT & PHYSICAL DEMANDS

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, filing cabinets, and fax machines.

The physical demands of this job described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. While performing the duties of this job, the employee must be able to:

- Remain in a stationary position 75% of the time.
- Occasionally move about inside the office to access file cabinets, office machinery, etc., as well as position themselves to maintain files in various file cabinets.
- Communicate accurate information and ideas so others will understand.
- Observe details at close range (within a few feet of the observer).
- Occasionally move boxes weighing up to 20 pounds throughout the building for various needs.

This position requires a satisfactory background check and drug screen.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____