Clerk of the GTCMHIC Board  
Tompkins County

Department: GTCMHIC  
Classification: Exempt  
Approved: 6/27/19  
By: AG, Commissioner of Human Resources

SUGGESTED MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor’s Degree in Business secretarial sciences or closely related field AND two years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a personal computer and database systems; OR

(b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate’s Degree in Secretarial Science or a closely related field AND four years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a personal computer and database systems; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience that involved a personal computer and database systems; OR

(d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Clerk of the GTCMHIC Board is appointed by and serves at the pleasure of the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors, a Board comprised of elected and appointed officials from municipal corporations. The Clerk maintains the official records of all proceedings of the Consortium and is responsible for ensuring that all proceedings and records meet legal requirements and are kept as prescribed by law. The Clerk is responsible for independently performing complex clerical operations; and for relieving the Executive Director of contacts which may appropriately be made by an assistant. The work is performed under the general direction of the Executive Director and Board Chair, with considerable leeway; and calls for frequent exercise of independent judgment in giving out information regarding Consortium policies and practices. The Clerk is responsible for relieving the Executive Director and the Chair of administrative details such as calendar management, meeting scheduling and conference arrangements as well as relieving the official of contacts which should properly be made with subordinate staff. An incumbent has frequent contact with a wide range of municipal officials in carrying out assignments. Supervision may be exercised over clerical and other staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

• Acts as a personal and confidential assistant to the Executive Director, Board of Directors, and Executive Committee;
• Assists Executive Director and other members of the Executive Committee with appointments, committee meetings, letters, reports as they pertain to the Consortium;
• Independently composes and processes routine correspondence by applying a knowledge of regulations and operations;
• Coordinates, prepares, assists, and disseminates meeting agendas and resolutions and other related material to Board members, Executive Director, committee members, government officials, the public and press in accordance with the Open Meetings Law;
• Prepares resolutions, motions and actions for review by the Executive Director and Board Chair;
• Publishes legal advertisements as required by law;
• Notifies officials of any actions taken by the Executive Committee and Board;
• Ensures minutes are kept of all Board meetings and any committee meetings as necessary;
• Responsible for attending and taking minutes of Committee and Board meetings as well as any other meeting the Clerk deems necessary;
• Prepares, maintains and files various policy and procedure manuals and related records;
- Performs research and responds to requests by Board Members;
- Manages the Consortium’s web site
- Maintains a directory of Participants, Municipal Board Members and Alternates, officials, boards and committees;
- Serves as Records Retention Officer;
- Maintains public access to information and assists as necessary.
- Maintains records of the Consortium as required by the NYS Department of Financial Services to comply with regulations and audit.
- Provide external auditors with records as requested.
- Maintain calendar of contract and appointment records and expirations.
- Perform tasks assigned by special committees and Executive Director.
- Oversee development of new software applications.
- Oversee publication, receipt, and distribution of Requests for Proposals.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of Parliamentary procedures and the Consortium's By-Laws;
- Good knowledge of local, state and federal laws pertinent to the operation of the office;
- Good knowledge of the records retention schedule set by New York State;
- Good knowledge of past and present structures and systems of local government;
- Ability to produce a concise and accurate narrative that summarizes important points of discussion and an accurate record of the group's actions;
- Ability to interpret and implement policies set by the Board;
- Ability to exercise accurate independent judgement;
- Ability to follow complex instructions given both orally and in writing;
- Ability to write, edit and proofread a variety of documents;
- Ability to establish and maintain good interpersonal working relations;
- Ability to deal with the public and government officials in a helpful manner;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Interest in the preservation of public documents of local historical value;
- Tact, courtesy, good judgement;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent’s visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee’s hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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