

SECRETARIAL DUTIES AND SCOPE OF SERVICES

The Town Advisory Board (TAB) and Citizens Advisory Council (CAC) secretaries are employed by contractual agreement through the County Manager's Office, Department of Administrative Services. In the absence of a contracted secretary Clark County may choose to utilize existing county staff to perform TAB/CAC secretarial duties.

Qualifications

The secretary should demonstrate good *written and oral communication* skills, *computer* skills and ability to *coordinate* details relative to the advisory function of the board/council with the Board of County Commissioners. Persons accepting the secretarial position for any TAB/CAC must be willing to have their *telephone number* listed in the Clark County Directory of Town Advisory Boards and Citizens Advisory Councils as they will be required to take and return calls from county staff and applicants appearing before the TAB/CAC. In addition, TAB/CAC secretaries will have their phone number included on agendas, minutes and TAB/CAC member business cards.

Selection

Administrative Services will conduct a *recruitment* to facilitate selection or determine if duties may be handled by existing county staff. The final selection decision resides with Clark County. Once a selection has been made, Administrative Services issues the contract for signatures.

Agreement

Individuals serving in this capacity are *independent contractors* to Clark County. This contractual relationship may not be construed to imply a joint venture, principal and agent, or employer and employee relationship between the county and the contractor. Compensation for this position is in accordance with an annual agreement through which services are contracted. Administrative Services should be notified immediately should any change in personnel for this position become necessary.

Contracts for secretarial services are *issued annually*, commencing on July 1 and expiring on June 30. Administrative Services will provide new contracts for all secretaries before July 1 each year. *A copy of the contract is included under Forms of the References section.*

Duties

The TAB/CAC secretary provides *clerical and secretarial support* services to the board/council in coordination with Administrative Services. In this capacity, she/he attends regular and special meetings; records proceedings; transcribes tapes and/or notes into minutes; compiles and posts agendas in accordance with the Nevada Open Meeting Law; sees to the distribution of

correspondence, minutes, and agendas to the Board of County Commissioners, county departments, and other agencies or persons in a timely manner and in compliance with the Nevada Open Meeting Law. In addition, she/he will be required to *coordinate* with Administrative Services staff for the purchase of supplies for the TAB/CAC; may be responsible for pickup and delivery of materials used in support of board/council activities (zoning materials, audio tapes, stationery, etc.), and will coordinate with Administrative Services for the repair of TAB/CAC or secretary issued equipment.

The above are typical duties of a TAB/CAC secretary. This list may not be all-inclusive. An Activity Log Sheet (described below) may be used to account for time spent performing these duties.

Scope of Services

- Receive zoning agenda from the Current Planning Division (CP) of the Clark County (County) Comprehensive Planning Department for all land use applications, if applicable, and include on the upcoming board/council meeting agenda.
- Coordinate and prepare all board/council meeting agendas, including special and cancelled meetings.
- Obtain final meeting agenda and posting approval from board/council liaison(s) prior to officially posting the meeting agenda, if requested.
- Post the final meeting agenda, including special and cancelled meetings, no later than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to meeting date at the meeting location and at least three (3) other separate, prominent places within the jurisdiction of the board/council.
- Mail, fax, or email (preferred) a copy of the board/council meeting agenda, including all back-up materials and staff recommendations from CP to each board/council member, no later than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to the meeting.
- Fax or email (preferred) a copy of the board/council meeting agenda, including all back-up materials, to the board/council liaison(s), Clark County Department of Administrative Services (Administrative Services) (AdministrativeServices@ClarkCountyNV.gov), CP (CPAgendas@ClarkCountyNV.gov), and any other designated County staff, no earlier than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to the meeting.
- Mail, fax, or email (preferred) a copy of the board/council meeting agenda, including all back-up materials, to any person who requests to have a copy, at no cost, only after it is

officially posted and no earlier than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to the meeting.

- Provide one (1) hard copy of the meeting agenda and all back-up materials to board/council members and board/council liaison(s), as requested.
- Email Certificates of Posting to Administrative Services (AdministrativeServices@ClarkCountyNV.gov) no later than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to the meeting.
- Contact relevant board/council liaison(s), as soon as possible, via telephone or email if unable to attend the board/council meeting.

At the Board/Council Meeting:

- Attend officially posted board/council meetings and set-up/take down equipment, as required.
- Provide at least one (1) copy of the meeting agenda and all back-up materials, for members of the public, at all officially posted board/council meetings.
- Record board/council meetings on digital recording device.
- Take board/council minutes during the meetings.
- Complete the CP board/council Recommendation Sheet and Meeting Hold List for each land use application, if applicable.

After the Board/Council Meeting:

- Coordinate with board/council liaison(s) to ensure that Administrative Services receives a copy of the digital recording no later than two (2) working days after the board/council meeting.
- Email a CP board/council Recommendation Sheet and Meeting Hold List for each land use application, if applicable, to CP (CPAgendas@ClarkCountyNV.gov) and relevant County Commission Office(s) within three (3) working days after the board/council meeting.
 - *Note:* If the application is scheduled to be heard at a Planning Commission or Zoning Commission meeting the following week, then return the CP board/council Recommendation Sheet and Meeting Hold List sooner.

- Mark board/council minutes as “draft,” and provide an email copy of the draft minutes to the board/council liaison(s) within five (5) working days from the meeting date for review. After receiving approval from the relevant board/council liaison(s), send draft minutes to all board/council members for review.
- Mail, fax, or email (preferred) draft meeting minutes to any person who requests to have the draft meeting minutes sent to them only after the next meeting’s agenda has been officially posted, at no cost, and no earlier than 9:00 A.M., three (3) working days (does not include the day of the meeting or recognized State holiday) prior to the meeting.
- After approval of the draft meeting minutes by the board/council at a subsequent officially posted board/council meeting, forward the approved meeting minutes to the Clark County Clerk’s Office (ClerkRec@ClarkCountyNV.gov) , Administrative Services (AdministrativeServices@ClarkCountyNV.gov), the board/council liaison(s), and any other designated County staff within two (2) working days from the meeting date.

Other Duties:

- Follow-up and/or coordinate issues pertaining to the board/council with County departments, agencies, and/or citizens as directed only by board/council liaison(s).
- Perform customer service functions including, but not limited to: promptly returning telephone calls and emails, answering questions about meeting agendas and schedule of meetings, and referring all technical questions to the board/council liaison(s), as soon as possible.

Training

Training for town secretaries is held in late July to review the policies, procedures and regulations pertaining to proper record-keeping and support for the political sub-unit they are contracted to serve. Each secretary *must* attend this training conducted by Clark County and any further training the county may deem necessary. Training includes, but is not limited to, preparing the agenda for the TAB/CAC, receiving an overview of the Current Planning application process, staff introductions, purchasing/budget, ordering supplies, writing minutes, and policies and procedures regarding any county issued equipment.

Activity Log Sheets

Activity Log Sheets are the official report of duties performed in the support of the TAB/CAC. Secretaries are required to maintain a record of the *number of hours* devoted to their duties (such as preparing and posting agendas, phone calls and correspondence related to major town projects or zoning applications, attending meetings and transcribing minutes, etc.). The activity log should include hours spent in two categories: (1) hours spent attending and taking minutes *at meetings*;

and (2) hours spent on duties *outside meetings* (preparing and posting agendas, typing, filing, photocopying, making/returning phone calls, etc.). *A copy of the Activity Log Sheet is included under **Forms** in the Reference section.*

Compensation

Compensation for secretarial duties is based on the contractual agreement with the County Manager's Office. Compensation *rates* have been determined by the scope and the volume of secretarial workload. To ensure fairness and consistency in compensation, secretaries are required to complete monthly activity logs. The Activity Log Sheet is required when submitting Invoices to Administrative Services for payment at the end of each month. All of the monthly Certificates of Posting should also be included with Invoices for payment and the requisite Activity Log Sheet at the end of each month. Contractual payments have been calculated for a one-year period and are distributed at a rate of 1/12th of the yearly fee *each month*.