

**CAPE COD REGIONAL GOVERNMENT
ASSEMBLY of DELEGATES
2024 Session
Ordinance No. 27**

Establishing job descriptions for employees of the Assembly of Delegates

The Cape Cod regional government, known as Barnstable County, hereby ordains;

Section 1.

Ordinances 2021-04, 2023-14, and 2024-21 are hereby repealed.

Section 2.

The Regional Administrator, in accordance with the county's Classification Plan and consistent with the Personnel Plan shall establish the following job descriptions for a full-time Clerk of the Assembly of Delegates/Legislative Director and part-time Assistant Clerk of the Assembly of Delegates/Legislative Coordinator which shall be incorporated into the county's Classification Plan.

Section 3.

The following job description is hereby established for a full-time Clerk of the Assembly of Delegates/Legislative Director and incorporated into the county's Classification Plan.

Title: Assembly Clerk/Legislative Director
Department: Assembly of Delegates
Reports to: Assembly Speaker
Effective Date: January 1, 2025

Classification: Barnstable County
Grade: 10/Full-Time
FLSA Status: Exempt
Union Status: Non-represented

Summary

Responsible for professional, technical, management and administrative work overseeing and implementing the legislative operations and communications strategy for the Cape Cod regional government Assembly of Delegates; all other related work, as required.

Hiring and Supervision

Works under the general supervision and direction of the Speaker of the Assembly of Delegates. Functions independently, with work largely self-directed, referring specific problems to supervisor only when clarification or interpretation of policy or procedure is required. Works closely with the Deputy Speaker and chairs of Assembly standing committees, who may provide direction on legislative assignments from the Speaker or full Assembly. Duties require

the exercise of considerable judgment and legislative expertise. This position directly supervises the Assistant Clerk of the Assembly. May exercise supervision over other employees and consultants' work on specific projects in a project management capacity.

The hiring, supervision, management, evaluation, and termination authority for the Assembly Clerk resides in the Speaker of the Assembly of Delegates. The Speaker may establish an ad hoc search group of Delegates to evaluate candidates and provide a hiring recommendation to the Speaker. The Barnstable County Human Resources Director will provide guidance and support to the Assembly in planning and conducting a search and hiring.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Manages functions and operations necessary for the Assembly of Delegates' exercise of the legislative powers of the Cape Cod Regional Government.

Gives notice of all meetings of the Assembly of Delegates to its members and to the public, keeps a journal and other records of all of its proceedings, and performs such other duties as may from time to time be assigned to the office by the Barnstable County Home Rule Charter, by ordinance, or by other vote of the Assembly of Delegates.

Responsible for maintaining records filing and retention systems for the Assembly, posting and updating information on the Assembly of Delegates' internal and external County webpages. Conducts public policy research, interprets and analyzes findings. Advises the Speaker, Deputy Speaker, and chairs of Assembly standing committees on legislative and policy matters as well as other delegates as directed by the Speaker.

Assists the Speaker in setting the Assembly's Calendar of Business and meeting preparation, coordinates with the Speaker and counsel to draft documents on behalf of the Assembly of Delegates, and assures that proposed ordinances, resolutions, and other measures have appropriate form and content consistent with existing policy.

Provides administrative support to the full Assembly including drafting documents, coordinating reports, general correspondence, gathering supporting documentation, and organizing and preparing for Assembly of Delegates' meeting packets and meetings, and all other related events. Assists individual delegates at the direction of the Speaker.

Handles confidential and legal correspondence requiring high level of discretion and judgment; maintains confidentiality.

Prepares the Assembly of Delegates budget with assistance from the Speaker and Assembly Standing Committee on Finance Chair.

Coordinates with and provides technical assistance to Assembly standing committee chairs on assignments and meetings. Prepares and distributes reports on Assembly standing committee activities.

Serves as primary point of contact for the Assembly of Delegates' office. Communicates with County, State and local officials, Assembly or General Counsel, the media, and others on behalf of the Speaker and the Assembly of Delegates. Attends and gathers information from legislative events, community meetings and activities. Represents the Assembly and County in a professional and courteous manner.

Serves as a resource person for the public and County personnel by providing information on Assembly of Delegates procedures and approaches to solving problems. Gathers information from other Barnstable County and Cape Cod Commission staff with an aim to inform the public about Cape Cod regional government activities.

Develops and implements Assembly's communications strategy with a focus on effective communication with the public concerning Assembly activities and actions. Coordinates with Assembly Speaker to provide effective public engagement, education and communication. Develops and maintains relationships with journalists and other media contacts, conducts media outreach, ensuring inquiries receive a response and information is distributed to appropriate outlets. Drafts press releases, monitors media for Assembly-related information, checking accuracy and following up with corrections if needed, responds to media inquiries as directed by the Speaker.

Serves as Assembly Liaison to State Ethics Commission.

Performs similar and related work as required or directed by the Speaker.

May serve as County Clerk; handles various election-related activities.

Recommended Minimum Qualifications

Education and Experience: Bachelor's degree required from an accredited college or university, law degree or master's degree preferred, in public or business administration, policy, communications or related field, and three to five years' experience in state, regional, municipal or public administration, paralegal services, or equivalent combination of education and experience.

Knowledge: Office management practices and procedures; Massachusetts General Laws pertaining to County operations. General knowledge of legal processes, government operations and finance. Knowledge of legislative process and procedures. Knowledge of a range of government practices, such as public finance and Robert's Rules of Order.

Ability: Able to plan, organize, and analyze problems; prepare reports and formulate recommendations; establish and maintain effective working relationships with a variety of public officials, vendors and the general public; manage multiple assignments and meet deadlines; communicate effectively, both orally and in writing; make presentations and maintain accurate and detailed records; and work independently with limited supervision.

Skill: Demonstrates analytical, organizational, writing, interpersonal/collaborative communication, and presentation skills. Demonstrates resourcefulness and discretion. Possesses computer skills that encompass effective use of word processing, spreadsheet, project management, and county and state software applications. Skilled in use of standard office equipment, email and internet browser software.

Job Environment

Most work is performed under typical office conditions. Occasional evening work is required. Makes contact with the public in person, by telephone, and electronically. Contacts include County department heads and staff, town officials, Assembly of Delegates, County Commissioners, Assembly and County Counsel, other government agencies, and private parties involved in problem solving and information inquiries.

Physical Requirements

The physical demands described 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.

Minimal physical effort required to perform office duties; required to sit, talk and listen more than two-thirds of the time; may occasionally have to lift 30 pounds, such as file boxes. Position requires the ability to operate a keyboard and general office equipment at efficient speed and to view computer screens for an extended period of time. Regularly legislative and policy information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change

Section 4.

The following job description is hereby established for a part-time Assistant Clerk of the Assembly of Delegates/Legislative Coordinator and incorporated into the county's Classification Plan.

Title: Assistant Assembly Clerk/Legislative Coordinator	Classification: Barnstable County
Department: Assembly of Delegates	Grade: Grade: 8/Part-Time
Reports to: Assembly Clerk/Legislative Director	FLSA Status: Non-Exempt
Effective Date: January 1, 2025	Union Status: Non-represented

Summary

Professional and administrative work supporting the legislative functions and operations of the Assembly of Delegates; and all other related work, as required.

Hiring and Supervision

Works under the general direction of the Assembly Clerk/Legislative Director. Specific problems are referred to supervisor when clarification or interpretation of policy or procedures is required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Assists Assembly Clerk/Legislative Director in keeping a journal and other records of Assembly proceedings, prepares draft Assembly of Delegates Journal of Proceedings, and Assembly standing committee minutes.

Assists the Assembly Clerk/Legislative Director in preparing the Assembly of Delegates Calendar of Business, Assembly standing committee agendas, and coordinating appearances before the Assembly.

Posts meeting notices, and helps Assembly Clerk/Legislative Director prepare correspondence, reports, and other materials requested by the Assembly of Delegates. Distributes information and other important notices to towns and other agencies as required.

Provides administrative support to delegates including drafting general correspondence, reports, gathering information, and other related activities at the direction of the Assembly Clerk/Legislative Director.

Assists Assembly Clerk/Legislative Director to prepare for, carry out and follow-up on Assembly, and Assembly standing committee, meetings.

Assists Delegates and Assembly Clerk/Legislative Director in researching and preparing resolutions and ordinances.

Prepares Assembly purchase order requisitions, processes invoices through the MUNIS System, reconciles accounts, and maintains office inventory.

Posts and updates information on the County's Assembly of Delegates' webpages. Uses and maintains records filing and retention system for Assembly.

Helps draft letters from Speaker and/or Assembly, including to public or government entities. Helps draft press releases and monitor media for Assembly-related information.

Serves as a point of contact for Assembly of Delegates' office; represents Assembly and County in a professional and courteous manner.

Responds to constituent correspondence and requests for information in a timely manner, coordinating responses with guidance from Speaker and Assembly Clerk/Legislative Director as needed. Maintains records of constituent contacts and disposition of issues.

Handles confidential and sensitive correspondence requiring high level of discretion and judgment; maintains confidentiality.

Performs similar and related work as required or directed by the Speaker.

Recommended Minimum Qualifications

Education and Experience: Associate's degree required from an accredited college or university, bachelor's degree preferred, in public or business administration, policy, communications or related field, and one to two years' experience in state, regional, municipal or public administration, paralegal services, or equivalent combination of education and experience.

Knowledge: Office management practices and procedures; Massachusetts General Laws pertaining to County operations. General knowledge of legal processes, government operations and finance. Knowledge of legislative process and procedures. Knowledge of a range of government practices, such as public finance and Robert's Rules of Order.

Ability: Able to supervise, plan, organize, and analyze problems; prepare reports and formulate recommendations; establish and maintain effective working relationships with a

variety of public officials, vendors and the general public; manage multiple assignments and meet deadlines; communicate effectively, both orally and in writing; make presentations and maintain accurate and detailed records; and work independently with limited supervision.

Skill: Demonstrates analytical, organizational, writing, interpersonal/collaborative communication, and presentation skills. Demonstrates resourcefulness and discretion. Possesses computer skills that encompass effective use of word processing, spreadsheet, project management, and county and state software applications. Skilled in use of standard office equipment, email and internet browser software.

Job Environment

Most work is performed under typical office conditions with moderate noise. Occasional evening work is required.

Makes contact with the public in person, by telephone, and electronically. Contacts include County department heads and staff, town officials, Assembly of Delegates, County Commissioners, Assembly and County Counsel, other government agencies, and private parties involved in problem solving and information inquiries.

Physical Requirements

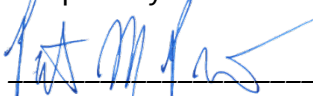
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform office duties; required to sit, talk and listen more than two-thirds of the time; may occasionally have to lift 30 pounds, such as file boxes. Position requires the ability to operate a keyboard and standard general office equipment at efficient speed and to view computer screens for an extended period of time. Regularly legislative and policy information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer

Adopted by the Assembly of Delegates on December 4, 2024



Patrick Princi, Speaker