

CHARTER COMMITTEE ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

This position assists the Charter Committee in the planning, scheduling and execution of a work program which will lead to a proposed charter for the Metropolitan Service District.

SUPERVISION RECEIVED:

The Administrator works under the supervision of the Committee chairperson.

SUPERVISION EXERCISED:

The Administrator supervises the work of the committee support staff and any consultants deemed necessary by the Committee.

PRINCIPAL DUTIES:

1. Prepares work plans for the Committee for approval of the Committee.
2. Provides or supervises basic research and other information gathering for the Committee.
3. Assures that notice of all meetings of the Committee and any subcommittee is given as required by law; assures that all needed materials are prepared for meetings; and arranges for the appearance of witnesses as requested by the Committee of a subcommittee.
4. Oversees preparation of all Committee documents.
5. Assures all appropriate records are kept on behalf of the Committee.
6. Manages and controls the budget of the Committee.
7. Answers questions from the media and public within guidelines of the Committee defining when responses should be made by the Administrator or instead by the Committee.
8. Establishes and maintains a library of needed reference materials for the Committee.
9. Provides other services as required by the Chairperson on behalf of the Committee or subcommittees.

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KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of local and regional government structures and programs, including functions, programs, policies and procedures.
2. Ability to: collect information and analyze it effectively; develop and maintain effective working relationship with Committee members, staff, and others; work independently with self-initiative; and exercise discretion and good judgment.
3. Skills in communicating effectively both orally and in writing.

EXPERIENCE AND TRAINING:

Training and education equivalent to graduation from an accredited university or college with a degree in political science, public administration or related field. Experience with public processes including state or local government.