



## JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

### JOB OPPORTUNITY

**June 16, 2022**

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

<b>Position Title:</b>	Executive Assistant/Clerk of the Board	<b>Department:</b>	Executive Office
<b>Reports To:</b>	Chief Executive Officer	<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	104	<b>Salary Range:</b>	Min. \$47,640.64 - Mid. \$63,118.23 - Max, \$78,595.82

#### Position Purpose:

This position serves the JWB Board with the provision of administrative responsibilities, preparation and distribution of monthly Board packets, and the recording/transcription of monthly Board meeting minutes. This position also performs a variety of confidential and highly responsible and complex duties on behalf of the Chief Executive Officer (CEO) and Juvenile Welfare Board (JWB).

#### Key Responsibilities:

- Coordinates monthly preparations, follow-ups, and distribution of the Board packet to ensure its timely finalization and adherence to all applicable public record requirements. Tracks agenda items for Board meetings and follow-up with the status of specific items as needed.
- Attends regular monthly Board meetings, records actions taken at meetings, processes documents approved at Board meetings, and prepares minutes of the meeting.
- Submits public meeting notices for publication as required by s. 189.015 of the Florida Statutes.
- Oversees the preparation of the conference room setup for Board meetings, which includes confirming available materials, tools, and equipment.
- Serves as liaison to the JWB Board of Directors by providing administrative support, managing inquiries of a diverse nature, and generating and distributing board packets. Facilitate new Board member orientation.
- Manages the CEO's calendar, arranges for and schedules internal and external meetings, and resolves scheduling conflicts.
- Executes special projects for the CEO as needed.
- Assists the Information Technology department with scheduling and coordinating training, updating policies and procedures, data entry, scheduling meetings, taking minutes, updating inventory, and other relevant tasks.
- Creates, revises, and edits documents in support of the mission and goals of JWB for a variety of purposes.
- Interprets and applies complex rules, regulations, policies, and procedures in order to accomplish day-to-day tasks and provides guidance as needed.
- Conducts research and obtains information from various administrative subject-matter databases.
- Makes updates to and edits JWB's SharePoint site pages.
- Performs other related work as assigned.

#### Specifications:

- Associate's Degree or two (2) years of college coursework in Public Administration, Business Sciences, Public Policy, or related field. Bachelor's degree preferred.
- Minimum of four (4) years of related experience with at least two (2) years of specific experience providing administrative support utilizing technology and modern office equipment to an executive-level position, public board, or council.
- Expert in notetaking and minutes preparation.
- Excellent writing, editing/proof reading, and communication skills.
- Knowledgeable of the principles and procedures of record keeping and electronic document management.
- Working knowledge of governmental boards, Robert's Rules of Order, and Florida's Government-In-The-Sunshine and Public records laws.
- Proficient in Adobe and Microsoft Office 365 especially Outlook, Word, Excel, and PowerPoint.
- Experience with virtual meeting software (i.e. Microsoft Teams, Zoom).
- Strong organizational skills and attention to detail.
- Ability to effectively plan and organize projects to meet schedules and timelines.
- Ability to maintain strict confidentiality and discretion of critical and sensitive information.

#### Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

#### Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid-remote position and physical presence at the JWB office or other sites in Pinellas County may be required.

**Interest Applicants, please submit resumes by Monday, July 11, 2022 to:  
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit  
14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)**

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.*

*Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)*

*All applicants are advised that applications in Florida become a matter of public record upon receipt.*