

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: CLERK TO BOARD OR SENATE Level A, Pay Grade 8

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the coordination of administrative workflow of the Board or Senate Office.
<b>TYPICAL RESPONSIBILITIES</b>	May include: coordinating, the administrative workflow; reviewing submissions to ensure compliance; participating in the development of department policies and procedures; updating content on website; conducting research, analyzing and summarizing data for projects, reports and presentations; coordinating onboarding processes of new members; coordinating search, appointment and reappointment of members.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding administrative processes and procedures and delivery of board operations.
<b>SUPERVISION RECEIVED</b>	Works independently under general managerial direction. Work is reviewed in terms of effectiveness within established policies and guidelines.
<b>SUPERVISION EXERCISED</b>	May assign work to support staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.

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