

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 12 day of MAY, 2025.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

- To approve changes to the **job title, and salary grade of one (1) position** under the BOCC
- To approve changes to the **salary grade of one (1) position** under the BOCC

**Job Title and Salary Grade Changes**

**One (1), Commissioners Admin Supervisor**, salary grade 15, min. \$72,488.00, mid. \$86,257.60, max. \$100,027.20, position control number 02 205 524, FLSA Exempt

**To**


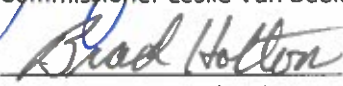

**One (1) Sr Administrative Specialist- BOCC**, salary grade 13, min. \$52,228.80, mid. \$62,160.80, max. \$72,092.80, position control number 02 205 524, FLSA Exempt

**One (1) Sr Administrative Specialist**, salary grade 12, min. \$44,803.20, mid. \$54,121.60, max. \$63,440.00, position control number 02 205 527, FLSA Exempt


**To**

**One (1) Sr Administrative Specialist-BOCC** salary grade 13, min. \$52,228.80, mid. \$62,160.80, max. \$72,092.80, position control number 02 205 527, FLSA Exempt

- ☒ Motion Carried Unanimously  
☐ Motion Carried/Split Vote Below  
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk

  
Deputy Clerk

Date: 5-12-25

#25-100



## **Sr. Administrative Specialist- Board of County Commissioners**

**Department:** BOCC  
**FLSA Designation:** Non-Exempt

**Pay Range:** 13  
**Effective Date:** 05/2025

### **Job Summary**

The Senior Administrative Specialist provides high-level administrative support to the Board of County Commissioners. This position performs complex and confidential duties including scheduling, communication management, meeting preparation, records management and Coordination of Board related activities. The role requires professionalism, discretion, attention to detail and ability to work independently in a dynamic environment with minimal supervision.

### **Key Responsibilities**

- **Administrative Support:**
  - Provides administrative support services to the County Commissioners, including:
    - ✓ Taking messages, setting appointments, providing information
    - ✓ Processing and preparing documents and correspondence
    - ✓ Preparing and tracking mailings and notifications
  - Prepares the Commissioners daily work folder
  - Prepares resolutions, claims for payment, and hearing packets for upcoming cases
  - Registers Commissioners for conferences including making travel arrangements
- **Meeting Coordination:**
  - Works with offices/departments to schedule meetings
  - Prepares Commissioners agenda (online)
  - Attends, takes minutes, and prepares necessary records for the Commissioners' meetings
  - Update agenda to attached completed minutes and audio files
  - Provide notification of Board of Equalization (BOE) hearings to applicants
  - Distribute completed documents to appropriate offices/departments
- **Document Preparation and Management:**
  - Creates, types and proofs forms/letters, or other documents
  - Assembles and processes informational packets, mailings, etc.
  - Prepare Historic Preservation Commission agreements, collect and track applications, process payments
  - Send legal notices to newspaper for publication as needed
  - Distributes and processes mail
- **Public Interaction:**
  - Responds to public records requests
  - Answers incoming phone calls and greets the public
- **Other Duties:**
  - Performs special research or other projects as needed
  - Performs all work duties and activities following county policies, procedures, and safety practices
  - Other duties as assigned

### **Qualifications**

#### **Skills and Abilities**

- Operate standard and specialized office equipment and job-related software and type 55 wpm
- Apply knowledge of English grammar, spelling, composition, and punctuation
- Communicate information effectively and persuasively
- Maintain accurate records and prepare clear, concise reports
- Demonstrated customer service skills

- Knowledge of county government practices and procedures
- Ability to build and maintain strong working relationships with employees, officials, media, and the public
- Communicate effectively both orally and in writing, while maintaining confidentiality
- Work independently, manage multiple tasks, and meet deadlines under pressure
- Think critically and creatively to develop solutions based on instructions and specifications
- Exhibit strong organizational skills and efficiently coordinate event logistics

### **Special Qualifications**

- Ability to obtain Notary Public
- Successfully complete a background investigation

### **Education and Experience**

- High school diploma or GED equivalency required
- One to three years administrative experience is preferred
- Equivalent combination of experience and training may be considered

### **Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 20 lbs

### **Disclaimer**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection is made without regard to race, color, religion, sex, national origin, age, disability or genetics.