

County Supervisor / County Council

Responsibilities and Services:

The Office of the County Supervisor is responsible for the overall administration of all County departments as the organization implements the policies of the Chester County Council. The Supervisor is responsible for overseeing preparation of the County's budget, as well as serving as the primary County liaison to other public and private entities conducting business with the Chester County Government.

Within the Office of the County Supervisor there are two divisions of operations:

- **Administrative Support:**
 - Responsible for internal administration of the County Supervisor office, providing support to all other divisions.
 - Coordination of activities of the Office of County Supervisor.
- **Clerk to Council:**
 - Provides administrative support to the Chester County Council.
 - Answers, drafts and types correspondence, schedules meetings and appoints, performs a variety of research and compiles findings.
 - Attends meetings during and after normal working hours, including by not limited to County Council meetings, public hearings, special called meetings, committee meetings, etc.
 - Coordinates and performs meeting logistics; prepares agendas and necessary attachments for Council and committee meetings; transcribes and distributes minutes; relays Council action to appropriate County departments; drafts Council resolutions, responds to "Freedom of Information" requests; keeps confidential records and information; notarizes legal documents and certifies Council minutes and ordinances.
 - Creates and maintains an accurate and thorough index of Council-adopted ordinances, resolutions, minutes, contracts and agreements.
 - Ensures that council meetings, other meetings and public hearing are properly advertised; ensures that legal advertisements are placed in the newspaper when needed.
 - Works closely with the County Attorney's Office, Economic Development Office and other County Offices, Works as a liaison between County Council and the public.
 - Updates county codebooks on a timely basis.
 - Maintains adequate inventory of office supplies; prepares purchase orders as needed.
 - Responsible for maintaining and updating Council of all Board and Commission appointments.
 - Attends Clerk to Council classes and Association of County classes to further education as Clerk to Council.
 - Reports directly to the County Council.