



# Grand County

## Job Description

<b>Title:</b>	Administrative Assistant	<b>Job Code:</b> 1808
<b>Division:</b>	Administration	<b>Effective Date:</b> 8/6/2019
<b>Department:</b>	Facilities Maintenance	<b>Last Revised:</b> 7/2019

### GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical duties** to help expedite the day-to-day functions, processes and business operations of the Facilities Maintenance. Assists with general custodial requirements as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the Facilities Maintenance Supervisor

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

#### Administrative Support:

Greets visitors, answers telephone, provides information requiring knowledge of County Facilities and Star Hall's policies and procedures and fee schedules, handles complaints, and refers concerns to appropriate persons

Performs confidential secretarial duties and corresponds with businesses, public agencies and citizens regarding County and Star Hall information and needs; draws up event contracts; attends meetings when assigned.

Develops and maintains filing systems, controls records and takes minutes of meetings; drafts and prepares letters, reports, statements and sends invoices to event holders; receives and responds to incoming mail.

Manages calendars, calendars event bookings, coordinates events and ensures no event is double booked. Collects event fees and documents; schedule use of venue, Star Hall and helps prepare the venue for events. Discusses rental contracts with Renters and trains Renters on the use of lighting and A/V equipment.

Purchases materials and equipment, hires/rents equipment and checks delivery schedules for timeliness; maintains inventories and orders supplies and materials; receives deliveries and arrange off-loading of deliveries.

Assists to develop annual projections of material, equipment, and supplies as required to assist with budget preparation.

Assists in organizing the annual County Auction.

Performs office work which includes typing, filing, copying, faxing and internet research in reference to repairs and maintenance.

Collaborates and assists other departments to accomplish County objectives

**Operations & Projects:** Performs a variety of custodial and maintenance tasks at the courthouse, library, old library, Star Hall, and other county managed buildings and grounds; sweeps, dusts, vacuums, scrubs, polishes, washes windows, changes light bulbs, removes garbage, and biological waste in all county facilities; inventories and orders cleaning supplies, restocks supplies in public areas and maintains and repairs cleaning equipment.

Performs outdoor duties including, i.e., maintains and performs upkeep on paved paths and transit hub; maintains grounds of the courthouse and other county owned buildings and properties; performs watering, repair of watering systems, mowing lawns, edging, trimming, planting, fertilizing, weeding, insect control and snow and ice removal.

Performs a variety of tasks in the Grand County Jail including maintenance of plumbing and electrical; technological door and lock system; removal and disposal of biological waste; commercial kitchen equipment; air intake system; perimeter fence and yard areas; switchboard and relay system; security, emergency and communication systems.

Performs other duties which may include a wide variety of emergency and non-emergency maintenance tasks; such as routine plumbing, electrical, flooring, ceiling, wall, and roof repairs, cooling system repairs, billboard and sign repairs, painting, light construction, and other repairs; assists in washing, vacuuming and keeping county vehicles clean.

Assists other county departments with maintenance related tasks which may include restocking of supplies, hauling or moving furniture or equipment and burning and/or disposal of confidential county documents.

Detects and eliminates or minimizes safety hazards.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years' experience performing administrative support duties including training related to word processing, office procedures, telephone skills, and interpersonal communication duties;

C. Two (2) years' experience in facilities and custodial operations or related fields;

OR

D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures; office equipment including postage machine, digital imager, scanner, printers and calculator.

**Skill** in reading, writing, and basic math. Computer programs, including Microsoft Word, Excel, Power Point, Adobe Acrobat Professional, Adobe Acrobat 9 Professional, Microsoft Publisher and Internet use; document composition.

**Ability to** Follow verbal and written instructions; handle numerous tasks concurrently; maintain cooperative relationships with those contacted in the course of work activities; effectively prioritize and manage own work schedule; communicate verbally and in writing; maintain records, files, and reports; use correct grammar, spelling, and punctuation; make independent judgments and effectively direct the work of others; establish effective working relationships with staff and general public; demonstrate initiative in problem solving and ability to prioritize workload without constant supervision; recognize and keep confidential information; use tact and self-control when communicating.

**Working knowledge of** the methods, materials, and equipment used in building custodial work; safe work practices, and interpersonal communication skills.

**Skilled in** performing various cleaning, disinfecting, and maintenance activities.

**Ability to** clean and maintain assigned areas and equipment; read and interpret labels on chemicals and supplies; operate, use, and care for a variety of building maintenance equipment, including sweepers, wet and dry vacuum cleaners, mop wringers, brooms, mops, waxes, and other cleaning materials and equipment; establish and maintain effective working relationships with fellow employees and those contacted in the scope of work; perform indoor and outdoor manual labor; understand and follow oral and written directions; work independently in the absence of supervision.

3. Special Qualifications:

Must pass post-employment offer physical, drug test and background examination.

Must be willing to participate in random drug screening.

Must be able to lift 50 lbs

Must complete a 12-month orientation/introductory period. Must possess a valid Utah driver's license.

Must be available and on call to respond to facility alarm systems and emergencies.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls working for sustained periods of time maintaining concentrated attention to detail. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional heavy lifting generally not to exceed 80 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand,

finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic evening meeting attendance required in normal course of job performance. Occasional travel outside of the Moab/Grand County area.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)