



Grand County

Job Description

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| Title: | Administrative Assistant | Job Code: | 2425 |
| Division: | Administration | Effective Date: | 09/2017 |
| Department: | Road | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical** duties related to developing, implementing and coordinating records management, fiscal control, and clerical functions of the road department.

SUPERVISION RECEIVED

Works under the general supervision of the Road Superintendent.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Public/Customer Assistance: Provides first level contact with the general public; answers phone calls and assists walk-in public; assists Road Department visitors, including vendors and suppliers, government officials and the public; responds to questions and takes complaints; provides information requiring knowledge of Grand County, the Road Department policies and procedures, fee schedules; assesses issues and emergency situations and initiates calls to service as needed to mitigate liability and public hazards; makes referrals to other departmental staff as needed to help resolve public issues; performs daily mail run; takes and transcribes minutes; performs general secretarial duties; composes letters, updates policy manuals, maintains various filing systems.

Administrative Support: Performs confidential administrative and secretarial duties and corresponds with businesses, vendors, public agencies and citizens regarding County and Road Department information and needs; monitors work time to assure compliance with Department of Labor (DOL) regulations; prepares public notices related to Road Department activity; assists in drafting contracts, summaries and other documents; prepares letters, reports and statements.

Oversees managerial appointment schedules; trains and assists staff in use and operation of computer and various applications; manages incoming and outgoing correspondence, types letters, memos, emails, etc.; orders and inventories office supplies; attends various meetings, takes minutes.

Attends department safety committee meetings; monitors department safety practices and maintains department safety program records; promotes safety awareness; ensures employee participation in safety training.

Maintains calendars, trainings and seminars; coordinates events with trainers, instructors and other agencies when events or venues are shared; schedules the use of outside conference rooms or other venues depending on the group, on occasion prepares the venue for training.

Manages fees and documents and insures they are submitted properly and required certification documents are received by staff; conducts performance data gathering; plans, organizes and coordinates the development and creation of data, statistical and financial information systems; identifies management information needs; designs and formats software operations as needed to generate various data, statistics, charts, graphs and reports showing departmental efficiency, effectiveness and progress.

Financial/AP/AR: Prepares and maintains accounts payable and accounts receivable records; records and verifies account invoices and obtains necessary approvals prior to transmitting invoices to the County Clerk/Auditors Office for payment; provides documentation as requested; develops, tracks and maintains records and files of department expenses; performs data entry on computer; prepares invoices and statements to other agencies.

Prepares bid specifications for contract work, equipment and materials as required; assures compliance with established purchasing policies and practices; verifies delivery and shipping documents with purchase orders for payables; orders supply; may pick up and deliver supplies and materials; utilizes custom software to prepare and process claims for payment; assures accuracy of payment claims and validates claims against purchase orders or other documentation.

Processes and prepares departmental payroll; receives time sheets and related work records; submits payroll detail to County Auditor for payment.

Fleet Records: In collaboration with the Fleet Manager, maintains up-to-date inventories of vehicles, equipment and other resources; maintain records and files of vehicle and equipment maintenance; assists to monitor licensing requirements; ensures timely registration and licensing.

General Office Functions: Purchases, organizes and maintains office supplies, break room and janitorial inventory, other supplies as well as petty cash.

Miscellaneous Functions: May work as a flagger.

MINIMUM QUALIFICATIONS

- 1. Educations and Experience:
 - A. Graduation from high school with course background in offices practices preferred; plus, one (1) year of specialized training in computer assisted accounting, finance, budgeting, general business, or related field;
 - AND
 - B. Four (4) years of experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of computer assisted management information systems; basic accounting, budgeting and fiscal control methods; various PC software applications such as Microsoft Office software including Word and Excel, Access and Adobe Acrobat, etc.; general office management and practices; recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics. **Working knowledge of** basic public relations.

Skill in Data entry; book keeping.

Ability to demonstrate initiative in problem solving and be able to prioritize workload without constant supervision; perform routine programming in the development of software models and linked macro formats desirable; compose letters, reports and documents and maintain appropriate confidentiality; use proper grammar, spelling and punctuation; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees and the public.

3. Special Qualifications:

- Must possess a Utah driver's license.
- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must be or become flagger certified or be able to attain certification within 6 months of hire date
- May be required to work rotating 4/10 work week.
- Subject to on call/call out statue including weekends and holidays.
- May be required to work rotating 4/10 work week.

4. Work Environment:

Tasks performed in a typical office setting with appropriate climate controls. Occasional discomfort related to equipment fumes and related circumstances associated with an equipment maintenance center. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

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)