

JOB DESCRIPTION

TITLE: Administrative Assistant
DEPARTMENT: Road and Bridge
DATE: February 20, 2024

BASIC FUNCTION

The Administrative Assistant is responsible for providing administrative, and accounting support by performing routine and non-routine administrative assignments for Superintendent and Assistant Superintendent. Must be able to work independently with minimal guidance.

MAJOR DUTIES (illustrative only)

1. Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department. Takes and delivers messages when appropriate personnel are unavailable. Answers questions about organization and provides callers with address, directions, and other information. Schedules and updates appointment calendars.
2. Assist in handling inquiries, complaints, regulations, requirements, policies, procedures or services. Contacts others to obtain or give accurate information.
3. Serves as liaison between Road & Bridge and other departments.
4. Operates a variety of office equipment such as computer and business software.
5. Collects appropriate data and prepares project and load sheets to obtain cost of labor, equipment, material and any other required information. Maintains mechanic repair orders; recording all equipment, labor and parts information. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
6. Receives, sorts, and routes mail. Maintains and routes publications.
7. Coordinates office equipment for maintenance and servicing as needed. Orders and maintains inventory of office supplies as needed.
8. Maintains inventory records of parts and supplies. Tracks cost to aid department in cost comparison
9. Receives and sorts invoices. Contacts venter if there are any questions regarding invoice or statements. Prepares vouchers for payment. Enters all expenditures from vouchers on Excel and keeps a current balance on each line item.
10. Researches and reviews records/files, current and/or historical to collect, compile and analyze information from a variety of sources to aid in preparing reports, budgets, permits and various documents.
11. Must be prepared to work long hours during possible road closures or unforeseen emergencies to assist personnel and public. Cooperates with agencies as necessary.
12. Communicates with Superintendent and crew by two-way radio when they are working out in the field.
13. Assists in scheduling flaggers as required for road projects.
14. Makes arrangements and prepares Letter of Introduction for required Drug Testing with clinic and employee.
15. Reviews literature/proposals dealing with funds available through grants from governmental agencies to determine feasibility of obtaining funding.
16. Monitors paperwork connected with grant funded programs.
17. Performs all duties with due regard to personal safety of employees and public. Maintains good working relations with employees, other county employees and the public. Establishes a public image that reflects favorable on county employees in use of county equipment, work ethics and public service attitudes.
15. Completes other duties as assigned.

REPORTING RELATIONSHIPS

Position reports to: Superintendent, Assistant Superintendent, Office Manager

QUALIFICATIONS

Knowledge: Strong knowledge of general office practices and procedures. Good knowledge of rules of effective business English usage, spelling, punctuation and grammar; composing and proofreading standard business correspondence such as memos, form letters or request for information. Strong knowledge of business and fiscal record keeping and retention. Good knowledge of business and interpersonal communication skills and problem solving. Strong knowledge of county policy.

SKILLS: Ability to work well with the public and develop effective working relationship; strong communication skills: communicate effectively by two-way radio, verbally and in writing. Skilled in problem solving. Ability to handle multiple concurrent tasks and work under pressure in meeting deadlines. Ability to work accurately, paying attention to detail. Ability to

operate a variety of types of office equipment. Good typing skills. Operate a computer and related business software. Ability to compile, develop and organize data into written reports. Ability to plan, organize and implement special assignments. To perform this job successfully, an individual should have the ability to operate GIS system software, Database, Internet, Inventory, Spreadsheet, and Word Processing software.

EXPERIENCE:

High school diploma or equivalent.

An equivalent combination of experience, education, and training which provides the required knowledge, skills and abilities.

These duties of work procedures describe the chief function of the job and are not to be considered descriptive of every duty of the job.