

ADMINISTRATIVE ASSISTANT - DISTRICTS

Department: Districts #1-4

Job Code: 360

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Commissioner

JOB SUMMARY

The District Administrative Assistant assists the District Commissioner by preparing reports, coordinating special projects, handling problems involving the public, government officials, or others, preparing correspondence, purchasing supplies, and maintaining financial and other types of records.

ESSENTIAL JOB FUNCTIONS

- Relieves the Commissioner of routine administrative duties.
- Greets visitors to the District Office, determines the reason for the visit, and either provides general information or refers the matter to the Commissioner or other appropriate person.
- Answers the telephone, answers questions, and provides general information to the public, the media, and officials regarding the District in a professional and polite manner.
- Answers correspondence of moderate difficulty.
- Coordinates new hires, terminations, worker's compensation claims, and other personnel related matters with the Personnel Department and the Administrator's office.
- Refers complaints to the Commissioner and follows up to determine the action taken.
- Transmits orders and instructions to employees and others for the Commissioner using a two-way radio, telephone, or in person, as appropriate.
- Coordinates work with the Engineering Office.
- Coordinates activities with FEMA, law enforcement, and others in emergency or other situations, as needed.
- Coordinates travel and meetings and keeps schedule of events for the Commissioner.
- Schedules and coordinates meetings as directed by the Commissioner.
- Coordinates travel arrangements for the Commissioner and other staff members, which may include making flight reservations, hotel accommodations, etc.
- Receives invitations for the Commissioner, sends appropriate responses, and maintains schedule of events.
- Conducts purchasing activities for the District and maintains associated records.
- Obtains required purchase orders.
- Purchases supplies and parts in accordance with established procedures.
- Balances invoices and purchase orders monthly.
- Monitors budget and related reports.
- Verifies receipt of supplies.
- Maintains a variety of records and prepares reports.
- Maintains inventory records of fixed assets and 911 signs.
- Maintains time and attendance records for the district, including sick, vacation, overtime, compensatory time, etc.
- Maintains daily work log and prepares worksheet for fund transfer.
- Keeps records of equipment maintenance and repairs.
- Maintains employee files for the district.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and five (5) years of experience in assisting a department head or high-level official in an environment with multiple demands, or an equivalent combination of education and experience. Bachelor's degree in accounting, psychology, sociology, business administration, public administration, or closely related field preferred. Experience in a government agency preferred.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of accounting.
- Knowledge of modern office practices, procedures, systems, and equipment including computers and software.
- Knowledge of departmental operations and organization.
- Knowledge of the principles of general management.
- Knowledge of business English, spelling, arithmetic, and departmental terminology.
- Knowledge of local community agencies and leaders.
- Knowledge of names and location of roads in the district.
- Skill in dealing with people in a diplomatic manner.
- Ability to set priorities, plan, and implement activities to maximize efficiency.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to read maps.
- Ability to use a computer to store, retrieve, and compile data, prepare reports, and correspondence.
- Ability to establish and maintain effective working relationships with officials, other employees, and the public.
- Ability to communicate effectively with other employees in same position located in satellite district offices.
- Ability to analyze problems and formulate solutions within area of responsibility.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain a variety of records, and to prepare reports and answer questions from the records.
- Ability to handle complaints and provide information in a courteous diplomatic manner.
- Ability to use and operate office equipment such as computer, calculator, copy machine, fax machine, telephone system, two-way radio, etc.

PHYSICAL DEMANDS

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.