

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

ADMINISTRATIVE ASSISTANT - DISTRICTS

JOB GRADE: 11

JOB CODE: 360

Department: District
Reports To: Commissioner
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 169.167-010, 169.167-034

JOB DESCRIPTION

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

ESSENTIAL JOB FUNCTIONS

A. Relieve the Commissioner of routine administrative duties:

1. Greet visitors to the District Office, determine the reason for the visit and either provide general information or refer the matter to the Commissioner or other appropriate person.
2. Answer the telephone, answers questions and provides general information to the public, the media, and officials regarding the District in a professional and polite manner.
3. Answer correspondence of moderate difficulty.
4. Coordinate new hires, terminations, worker's compensation claims, and other personnel related matters with the Personnel Department and the Administrator's office.
5. Refer complaints to the Commissioner and follows up to determine the action taken.
6. Transmit orders and instructions to employees and others for the Commissioner using a two way radio, telephone, or in person, as appropriate.
7. Coordinate work with the engineering office.
8. Coordinate activities with FEMA, law enforcement, and others in emergency or other situations, as needed.

B. Coordinate travel, meetings, and keeps schedule of events for the Commissioner:

1. Schedule and coordinate meetings as directed by the Commissioner.
2. Coordinates travel arrangements for the Commissioner and other staff members, which may include making flight reservations, hotel accommodations, etc.
3. Receive invitations for the Commissioner, sends appropriate responses, and maintains schedule of events.

C. Conduct purchasing activities for the District and maintains associated records:

1. Obtain required purchase orders.
2. Purchase supplies and parts in accordance with established procedures.
3. Balance invoices and purchase orders monthly.
4. Verify receipt of supplies.

D. Maintain a variety of records and prepares reports:

1. Maintain inventory records of fixed assets and 911 signs.
2. Maintain time and attendance records for the district, including sick, vacation, overtime, compensatory time, etc.

ESSENTIAL JOB FUNCTIONS (Continued)

3. Maintain daily work log and prepares worksheet for fund transfer.
4. Keep records of equipment maintenance and repairs.
5. Maintain employee files for the district.

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.
- 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.
- Skill in dealing with people in a diplomatic manner.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school or G.E.D. certificate plus five (5) years of work experience 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 may be substituted for experience.
- Experience in a government agency preferred.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.