

MARSHALL COUNTY, ALABAMA

Job Description

ADMINISTRATIVE ASSISTANT - ENGINEERING

Department: Engineering

Pay Grade: 107

Job Code: 361

FLSA Status: Non-Exempt

Reports To: County Engineer

JOB SUMMARY

The Engineering Administrative Assistant assists the County Engineer 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, managing and preparing paperwork associated with state and federal projects, preparing bid specifications and maintaining related files, making copies of correspondence or other materials using computers, scanners, copy machine, and maintaining financial and other types of records.

ESSENTIAL JOB FUNCTIONS

- Relieves the Engineer of routine administrative duties.
- Greets visitors to the Engineering Office, determines the reason for the visit, and either provides general information or refers the matter to the Engineer or other appropriate person.
- Answers the telephone, answers questions, and provides general information to the public, the media, and officials regarding Engineering matters in a 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 Commission Office.
- Refers complaints to the Engineer and follows up to determine the action taken.
- Transmits orders and instructions to employees and other for the Engineer using a telephone, or in person, as appropriate.
- Coordinates work with the District shops.
- Makes travel arrangements for the department as needed.
- Maintains appointment calendar and schedules appointments as needed.
- Sells County maps and issues receipts.
- Makes and distributes copies as needed.
- Prepares zoning letters, subdivision letters, and right-of-way letters, as requested.
- Manages general ledger accounts for Engineer to track expenses and revenue entries.
- Prepares bid specifications for all County purchases, coordinates bid process, and maintains related files.
- Consults catalogs, brochures, and suppliers to obtain specifications for supplies and equipment.
- Prepares and types bid requests and mails to vendors in accordance with established procedures.
- Consults with internal experts regarding technical information pertaining to bid specifications for equipment such as computers, bulldozers, heavy equipment, automobiles, etc.
- Receives bids from vendors and maintains them in accordance with established procedures until formally opened at a commission meeting.
- Maintains bid files and vendor list.
- Conducts purchasing activities for the Engineering Office and maintains associated records.
- Obtains required purchase orders.
- Purchases supplies, parts, traffic signs, and related materials from County and state bid in accordance with established procedures.

- Balances invoices and purchase orders monthly with budget.
- Verifies receipt of supplies.
- Maintains a variety of records and prepares reports.
- Maintains inventory records of fixed assets.
- Maintains employee files for the Engineer.
- Maintains County road inventory.
- Maintains records associated with the sale of maps.
- Maintains records of sign material used by districts monthly and prepares monthly billing.
- Maintains and balances budget information.
- Designs and prints forms for office use.
- 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 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 vocabulary.
- Knowledge of departmental policies and procedures.
- Knowledge of principles of communication.
- Knowledge of Code of Alabama as it pertains to competitive bid law requirements.
- Skill in dealing with people in a diplomatic manner.
- Ability to use a computer to store, retrieve, and compile data and prepare reports and correspondence.
- Ability to set priorities and 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 establish and maintain effective working relationships with officials, other departments, and the public.
- Ability to handle complaints and provide information in a courteous diplomatic manner.
- 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 question from the records.
- 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 light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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, 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.