

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

ADMINISTRATIVE ASSISTANT - ENGINEERING

Job Grade: 11

JOB CODE: 361

Department: Engineering
Reports To: County Engineer
Date: August 2015
FSLA: Non-Exempt
DOT Reference: 169.167-010
169.167-034

JOB DESCRIPTION

Assist 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, manage and prepare paperwork associated with State and Federal projects, prepares bid specifications and maintains related files, makes copies of correspondence or other materials using computers, scanners, copy machine, maintaining financial and other types of records.

ESSENTIAL JOB FUNCTIONS

A. Relieve the Engineer of routine administrative duties:

1. Greet visitors to the Engineering Office, determine the reason for the visit and either provide general information or refer the matter to the Engineer or other appropriate person.
2. Answer the telephone, answers questions and provides general information to the public, the media, and officials regarding Engineering matters in a 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 Commission Office.
5. Refer complaints to the Engineer and follows up to determine the action taken.
6. Transmit orders and instructions to employees and other for the Engineer using a telephone, or in person, as appropriate.
7. Coordinate work with the District shops.
8. Make travel arrangements for the department as needed.
9. Maintain appointment calendar, schedule appointments as needed.
10. Sell county maps and issue receipts.
11. Make and distribute copies as needed.
12. Manage general ledger accounts for Engineer to track expenses and revenue entries.

B. Prepare bid specifications for all county purchases, coordinate bid process, and maintains related files:

1. Consult catalogs, brochures, and suppliers to obtain specifications for supplies and equipment.
2. Prepare and type bid requests and mail to vendors in accordance with established procedures.
3. Consult with internal experts regarding technical information pertaining to bid specifications for equipment such as computers, bulldozers, heavy equipment, automobiles, etc.
4. Receive bids from vendors and maintain them in accordance with established procedures until formally opened at a commission meeting.
5. Maintain bid files and vendor list.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Conduct purchasing activities for the Engineering Office and maintains associated records:
1. Obtain required purchase orders.
 2. Purchase supplies, parts, traffic signs and related materials from county and state bid in accordance with established procedures.
 3. Balance invoices and purchase orders monthly with budget.
 4. Verify receipt of supplies.
- D. Maintain a variety of records and prepares reports:
1. Maintain inventory records of fixed assets.
 2. Maintain employee files for the Engineer.
 3. Maintain county road inventory.
 4. Maintain records associated with the sale of maps.
 5. Maintain records of sign material used by districts monthly and prepare monthly billing.
 6. Maintain and balance budget information.
 7. Design and print forms for office use.

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.
- Ability to use a computer to store, retrieve and compile data, prepare reports and correspondence.
- 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 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.
- Skill in dealing with people in a diplomatic manner.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G. E. D. certificate.
- Five (5) years of work experience assisting a department head or high level official in an environment with multiple demands.
- 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.