

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

ADMINISTRATIVE ASSISTANT – COMMISSION

JOB GRADE: 11

JOB CODE: 364

Department: Commission Office
Reports To: Commission Chairman
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 169.167-010, 169.167-034

JOB DESCRIPTION

Assist the Commission Chairman by preparing reports, coordinating special projects of varied nature, handling problems involving the public, government officials or others, preparing correspondence, purchasing supplies, managing the surplus property disposal program, maintaining financial and other types of records associated with the programs. Coordinate information to various county departments, assist with special projects and emergency situations as needed.

ESSENTIAL JOB FUNCTIONS

A. Relieve the Commission Chairman of routine administrative duties:

1. Greet visitors to the Commission Chairman's Office, determine the reason for the visit and either provide information or refer the matter to the Chairman or other appropriate person.
2. Answer the telephone, answer questions and provide information to the public, the media, and officials regarding the County Commission, in a professional and polite manner, and forward calls and/or information to departments.
3. Assist other departments in answering calls when administrative assistant is absent.
4. Answer animal control calls, explain policies, and forward information to animal control officer or Sheriff's department as needed.
5. Answer correspondence of moderate difficulty.
6. Refer complaints to the Chairman and Commission and follow up to determine the action taken.
7. Transmit orders and instructions to employees and others for the Commission Chairman using a two way radio, telephone, or in person, as appropriate.
8. Coordinate work with the engineering office, such as receiving bids and assisting at openings.
9. Coordinate activities with FEMA, law enforcement, and others in emergency or other situations, as needed.
10. Research grant sources, obtain information and present to Commission.
11. Relay information to animal control, solid waste, maintenance, IT, etc. from callers.
12. Assist with special events as needed.
13. Contact and follow-up special projects and requests from County to state and federal representative.

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

1. Schedule and coordinate meetings as directed by the Commission Chairman.
2. Coordinate travel arrangements for the Commission Chairman and other staff members, which may include making flight reservations, hotel accommodations, etc.
3. Receive invitations for the Commission Chairman, send appropriate responses, and maintain schedule of events.
4. Schedule Commission Chamber meetings.
5. Create agendas and record minutes for Commission meetings.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Conduct purchasing activities for the Commission Chairman and maintain associated records:

1. Obtain required purchase orders.
2. Inventory and purchase supplies for the office.
3. Prepare all office purchase orders.
4. Verify receipt of supplies.

D. Manage the County Surplus Disposal Program (Gov-Deals Administrator):

1. Interact with Commission and all county agencies regarding the program for disposal of excess county owned equipment.
2. Photograph surplus items and prepare correct descriptions for surplus items entered into the disposal program.
3. Log all information into county computer system and post on “Gov-Deals” website for auction.
4. Monitor bids and arrange for payment and pick up of items sold by bid.
5. Receive payment for sold items and maintain all county records regarding sold items.
6. Maintain a complete spreadsheet for auditors.
7. Receive invitations for the Commissioner, sends appropriate responses, and maintains schedule of events.

KNOWLEDGE, SKILLS AND ABILITIES

- 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 and accounting.
- Knowledge of business English, spelling, arithmetic, and departmental terminology.
- Knowledge of principles of communication.
- Knowledge of local community agencies and leaders.
- 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 use sound judgment in analyzing problems and formulating solutions.
- 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.
- 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.
- 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.