

Bonner County Job Description



Title: Administrative Assistant II

Department: Road & Bridge

Supervisor: Director, Road and Bridge

Supervision Exercised: none

BOCC Approval/Job Description Revision: 9/15/2020

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| <p>General Summary</p> | <p>This position is the primary reception for Road and Bridge as well as contact for the issuing encroachment and utility permits: conducts right of way research and organizes those records; maintains a Facebook page for Road & Bridge; and the web site administrator for the department’s webpage. This position provides a high level of customer service to Bonner County, other governmental agencies, residents, businesses, and general public.</p> <p>Work is typically regular and recurring with some degree of complexity where good judgment is required to apply standard practices and decision making within clearly established guidelines. Employee must work with the general public and within the organization in a positive and courteous manner even when those individuals are upset. Performs duties and responsibilities during normally scheduled work hours. Overtime work is not expected for this position, but unanticipated circumstances could require off-shift work.</p> |
| <p>Essential Functions</p> | <p>The following list represents most duties, but is not intended to represent all duties of the position.</p> <ol style="list-style-type: none"> 1. Greets the public professionally in person and over the telephone; takes clear, complete, and concise messages for department personnel and distributes these messages on a timely basis; answers inquiries and routes them to the appropriate personnel. Maintains a positive, helpful, constructive attitude and working relationship with departmental employees, other County employees, Elected Officials and the public. 2. Explains and educates customers about County ordinances and processes for encroachment permits and utility permits. Provides and maintains track of utility and encroachment permits. Collects, secures, reports, and deposits associated fees. Works closely with County Right-of-Way Technician regarding permit inspections. 3. Provides the County Right-of-Way Technician with clerical and technical support. Assists with maintenance of IWORQ sign data base. |

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| Secondary Functions | <ol style="list-style-type: none"> 1. Updates and maintains the department’s web site and Facebook page to inform the public of pertinent department activities, seasonal road restrictions, road closures, emergency situations, projects, and other information. 2. Provides County Road and Bridge Districts administrative support in issuing purchase orders; responding to or relaying inquiries; and addressing other requests efficiently. 3. Prepares and distributes letters, memorandums, forms, manuals, reports, agendas, minutes and documents for the department. Maintains accurate electronic and paper filing system of all department documents, correspondence, and reports. 4. Organizes, promotes and coordinates Safety Data Sheets, and state required documentation for all Road and Bridge district shops. 5. Maintains data base of resident complaints and work order requests submitted to each district foreman. 6. Performs research of County records, surveys, deeds and plats to determine road ownership for unknown status roads in road database. Researches archives for right of way and ownership documentation for County roads. 7. Completes special projects and other duties as assigned by the Director. |
| Specifications | <ol style="list-style-type: none"> 1. Must possess good organizational, telephone, and communication skills. Ability to communicate effectively, both orally and in writing with general public and internal and external contacts. Ability to frequently handle and judiciously communicate confidential and sensitive information. 2. Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job. High school diploma or equivalent required with some post-high school education in clerical or secretarial skills or functions preferred. 3. Two years experience in secretarial, clerical or an equivalent area required. 4. Ability to work with Microsoft Word, Excel, and Google required. Ability to quickly learn other software pertinent to position required. 5. Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers. Ability to use general office equipment including computers, copiers, printers, telephones, fax machines, etc. 6. Ability to perform general math functions including addition, subtraction, multiplication and division required. 7. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence. 8. Ability to read, analyze and interpret general business information as contained within periodicals, professional journals, technical procedures and government regulations; ability to write reports, business correspondence, and procedures manuals; ability to present information and respond to questions from groups of managers, clients, customers, and the public. |
| Working Conditions | <p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent grasping, walking and repetitive motions. Requires good general vision. Must be able to lift 25 pounds with or without assistance. Must possess or have the ability to obtain a valid I driver’s license and be insurable.</p> |
| Disclaimer | <p>This job description is not an employment agreement or contract and management reserves the right to</p> |

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| | modify when necessary per Bonner County policy. Bonner County is an At Will employer. |
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____