

**JOB TITLE:****ADMINISTRATIVE ASSISTANT****DEPARTMENT:**

Solid Waste and Emergency Management

**SUPERVISORS:**

Director of Emergency Management and Manager of Solid Waste

**SUPERVISION EXERCISED:**

None

**EXEMPT STATUS:**

Non-exempt

**LAST REVISION:**

10/22/2019

**Job Scope**

**Summary:** Performs a variety of advanced administrative assistant duties and responsibilities for the Solid Waste and Emergency Management Departments.

**Other Information:** Incumbent performs work that is regular and recurring with occasional variances from the norm that typically involves a moderate level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self direction as incumbent carries out instructions in oral, written or diagram format. Incumbent works independently under infrequent direct supervision by regular supervisor. Primary communication takes place with members of the department as well as regular communication with members of the public using department services. Position typically has moderate but distinct impact on the operations of the division where errors may reduce divisional efficiency. Work is typically performed indoors in an office environment. Regular travel is not typically a part of the job.

**Essential Functions**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Performs activities related to the efficient operation of the department including accounting, personnel record keeping, preparation of payroll, filing, typing supply requisitions, tracking inventory, and handling of monies. Regularly considers new ways to modify techniques and processes that leads to more efficient office procedures and operations.
2. Greets the public professionally in person and over the telephone. Takes clear, complete and concise messages and distributes these messages in a timely manner. Answers inquiries on routine matters; routes other calls as appropriate.
3. Researches, prepares, and composes letters, reports, notifications, and other documents related to the operations and functions of the department and related committees and programs.
4. Schedules appointments for department head or other managers as assigned. Arranges and coordinates meetings, reservations and travel. Completes travel expense forms. Schedules use of facilities as necessary and keep those served informed of itineraries and appointments. Compiles and maintains current mailing lists.
5. Coordinates meetings, prepares notices and agendas, gives presentations (as assigned by the Director), and provides additional assistance for functions. Takes and transcribes minutes and maintains meetings records.
6. Ensures timely maintenance of titles and registrations of department vehicles.
7. Performs grant administration and accounting. Coordinates communications and efforts between the department, the grant administrator, and the Deputy Clerk to assure complete and accurate information as related to invoices, payroll, and bid documentation.
8. Maintains accurate filing system of documents, correspondence, grants, and reports.
9. Assists with developing, monitoring, updating and distributing various emergency plans.

10. Under the direction of the Director, prepares articles for County newsletters and flyers, updates preparedness brochures, and ensures sufficient supply of brochures is available and stocked at various locations throughout the County.
11. Maintains a positive, helpful, constructive attitude and working relationship with the Director, County employees, Elected Officials and the public.

### **Secondary Functions**

1. Supports and Provides back-up secretarial assistance to other departments as necessary.
2. Performs all other duties as assigned.

### **Job Specifications**

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school education or equivalent required with some post-high school education in preferred.
2. Three years experience in secretarial, clerical or an equivalent area required.
3. Ability to frequently handle and judiciously communicate confidential and sensitive information.
4. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.
5. Must possess good organizational, telephone, and communication skills. Ability to communicate effectively, both orally and in writing, with internal and external contacts.
6. Ability to read, analyze and interpret general business information as contained within periodicals, professional journals, technical procedures or 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.
7. Ability to perform general math functions, including addition and subtraction, and multiplication and division.
8. Ability to accurately and proficiently with the use of general office equipment including computers, copiers, printers, telephones, fax machines, etc. Demonstrates proficiency with MS Office.
9. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
10. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

### **Working Conditions**

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 fingering, 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 driver's license and be insurable. History of good driving record.

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To be signed upon hire, promotion or position transfer.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

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: \_\_\_\_\_