



<p>POSITION DESCRIPTION</p> <p>Board of Commission Administrative Assistant</p> <p>FLSA Status: Exempt Classification: Occupational Salary Grade/Band:</p>	<p>9 June 2015</p> <p>Reports to: Board of Commission Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Performs a variety of advanced secretarial and general administrative duties as needed to expedite the maintenance, recording, and processing of county commission actions, information and communications. Assures office compliance with established statutory guidelines governing various county administrative functions.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To conduct research and assist the Board of Commission professionally, confidentially, and efficiently. • To articulate and convey information accurately and appropriately to the Board of Commission; elected officials, department heads, and employees.
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Serves as executive secretary to the board of county commissioners; conducts research of data, information, records and files; maintains various administrative, project and executive files; takes dictation for a variety of types of correspondence; operates electronic recording equipment, transcribes recordings; prepares longhand or shorthand notes and composes letters, memos, and other communications of general, personal, or confidential nature; proof-reads outgoing documents; prepares documents for executive signature; • Serves as the secretary to the County Council; • Attends commission meetings; takes notes, compiles information, determines proper wording, types and records minutes of Commissioner's acts and proceedings; maintains minute and exhibit books; condenses weekly meeting records and readies for publication, submits condensed briefs for newspaper publication; • Responsible to schedule, coordinate and organize staff meetings; • Manages commission related social media as assigned; • Creates and maintains a variety of files, records, and documents on various administrative actions, projects and programs; monitors commission budget and apprises commission of budget activity and status; • Monitors statutory calendar; schedules meetings, hearings, bid openings, appointments, etc. for administrative and policy making personnel; formats and types agenda; makes travel arrangements; apprises commission of actions and activities as needed to assure compliance; prepares resolutions and documents as needed to expedite and facilitate statutory processes and

procedures;

- Oversees indigent funds; monitors processes and procedures; assures proper execution of administrative duties related to indigent applications;
- Prepares public notices and press releases related to general announcements and statutory functions;
- Manages central purchasing activities; purchases office supplies, materials and equipment; receives and processes various claims for payment issued to the county commission to the county auditor's office; assures proper distribution of expenses to various departments; receives, signs, codes related invoices;
- Serves as receptionist to the administrative offices and board of commissioners; receives, screens, routes, and processes calls and public inquiries; directs callers and visitors to proper areas; receives, screens and distributes mail; schedules access and use of commission meeting rooms;
- Coordinates, schedules and communicates travel arrangements for the County Commissioners;
- Serves as liaison with other government officials, on a state and local level, County staff, the press and general public;
- Keeps the Commissioners updated on latest current county/community related events or issues; and,
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent. Associates Degree in Business Administration or related field preferred.
- Minimum two (2) years' work experience in an executive administrative position

SKILLS/ABILITIES

- Must be proficient with Microsoft Office, email and other software applications as required. Must possess excellent and accurate keyboarding/data entry skills.
- Must have intermediate mathematical and numerical aptitude. Must be accurate and thorough.
- Demonstrate excellent oral, interpersonal, and written communication skills; demonstrate organizational and problem solving skills.
- Meticulous attention to detail is mandatory, as is the ability to maintain the highest level of confidentiality.
- Ability to work well alone and also within a team environment while demonstrating effective time management with multiple and changing priorities.
- Ability to meet tight deadlines and ensure accuracy with highly confidential information.
- Ability to follow instructions, respond to management direction, and commit to long hours of work when necessary.
- Must be able to work effectively with coworkers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, while addressing problems and issues to find mutually acceptable and practical business solutions.
- Knowledge of organization and functions of governmental processes.

<p>PERFORMANCE MEASUREMENTS</p> <ul style="list-style-type: none"> Responsible to meet all expectations of the essential functions and perform the required skills and abilities.
<p>LANGUAGE SKILLS</p> <ul style="list-style-type: none"> Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information. Must be able to effectively and appropriately communicate clear information verbally and in writing to the public, government officials and employees as required.
<p>REASONING ABILITY</p> <ul style="list-style-type: none"> Must have the ability to synthesize complex or diverse information and collect and research data. Must exercise independent judgment and take initiative on projects as assigned.
<p>PHYSICAL REQUIREMENTS</p> <ul style="list-style-type: none"> While work may be sedentary, include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
<p>HAZARDS</p> <ul style="list-style-type: none"> There are no significant harmful hazards that are present for this position. Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs. The noise level is usually moderate.
<p>ADA STATEMENT</p> <ul style="list-style-type: none"> Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.