

BUFFALO COUNTY

Job Description

POSITION TITLE: Facilities Administrative Assistant

DEPARTMENT: Buffalo County Facilities OMP

REPORTS TO: Facilities Director

SUPERVISES: _____

PURPOSE OF POSITION: The Facilities Administrative Assistant provides administrative support for the Buffalo County Facilities OMP department, reports directly to the Facilities Director, and assists other department personnel for the purpose of supporting them in the completion of their work activities.

Essential Functions

- Performs record keeping (confidential and non-confidential) and general and/or program specific clerical functions for the purpose of supporting departmental staff in their execution of their work assignments.
- Prepares a variety of written materials (i.e. correspondence, memos, reports, emails, etc.) for the purpose of documenting activities, scheduling work assignments, maintaining records, and/or conveying information to staff and outside contractors.
- Processes documents and materials for departmental functions, including management software for work orders, event scheduling and event management.
- Responds to inquiries from a variety of internal and external parties (in person, by telephone and/or by electronic communications) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Acts as primary source of contact for phone and email contact with those making contact with the Facilities department, evaluates situations and events, and directs information to appropriate staff for response and follow up.
- Assists the Facilities Director by handling administrative tasks, scheduling, contracts, and receipts of funds for use of the Buffalo County rental facilities (Extension Building and Buffalo County Recreation Area Camping Fees).
- Assists with requisition of materials, supplies, and tools for the various jobs.
- Assists the Facilities Director with managing the departmental budget, including processing of claims and payroll.

- Assists the Facilities Director and Assistant Facilities Director as requested.

Essential Knowledge, Experience, and Abilities

- Must possess strong human relation abilities, excellent oral and written communication skills, and demonstrate leadership capabilities.
- Ability to establish and maintain positive rapport with supervisors, fellow employees, and the general public while presenting a positive image for the county.
- Ability to maintain both confidential information and a secure environment.
- Ability to work efficiently, plan, and complete duties with minimal supervision.
- Ability to understand and follow oral and written work orders, including use of computer facility management software.
- Ability to keep simple, accurate records.
- Thorough knowledge of basic mathematics and computer use.
- Ability to operate general office equipment including phones, computers, printers, fax machine, etc.
- Thorough knowledge of equipment, tools, and practices used in facility management.

Essential Education, Certifications, and/or Licenses

- Requires a high school education or equivalent.
- Some advanced training and or certifications are desirable.

Essential Physical Demands and Typical Working Conditions

- Work requires extended periods of time sitting at an office desk, with extended periods of time at a computer.
- Walking, standing and/or stooping is required to utilize filing systems and to deliver messages and/or materials throughout the Courthouse complex.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____