

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Board of Commissioners

REPORTS TO: Board Administrator

Purpose of Position:

Perform highly confidential and professional administrative assistance to ensure efficient office operation and provision of service.

Essential Functions

- Perform confidential administrative and professional work under the general direction of the Board Administrator.
- Maintain the confidentiality of all documents and transactions
- Prepare, compile, and maintain a variety of confidential and complex departmental records, reports, correspondence, memos, agendas, purchase orders, and other documents.
- Create, maintain and update a file system of records and reports and ensure accuracy of same.
- Greet, screen, direct and assist visitors in obtaining the information needed.
- Maintain an appointment book for the Board Administrator, schedule meetings, set up designated areas for meetings, and prepare appropriate materials.
- Answer the phone, direct calls to appropriate personnel, take accurate messages and/or independently handle inquiries, and provide information and assistance.
- Process incoming and outgoing mail according to departmental procedures.
- Maintain up to date inventory of office supplies and orders as necessary.
- Draft, proofread, and prepare various documents as requested.
- Assist with the preparation and administration of the county budget.
- Help conduct research and collect information on operational and administrative problems and issues; analyze findings and make recommendations on solutions; develop improved county procedures, methods, and systems and monitor implementation.
- Help prepare correspondence, reports, and research projects
- Perform all daily administrative tasks as assigned for the Board Administrator.
- Perform any other duties as assigned by the Board Administrator or the Board of Commissioners.
- Assist other offices as needed

Essential Knowledge, Experience, and Abilities

- Operate a wide variety of standard office equipment in the performance of duties, including fax, copier, ten-key adding machine, calculator, word processor, typewriter, personal computer or other device.
- Thorough knowledge of County and departmental procedures and policies

- Thorough knowledge of the English language and proper grammar, spelling, and punctuation.
- Ability to establish and maintain effective working relationships with the general public, supervisors, and fellow employees.
- Ability to communicate effectively with co-workers, supervisors, and the general public.
- Ability to follow written and oral communication from the Board Administrator, Board of Commissioners, other county employees, and the general public.
- Thorough knowledge of fiscal and budgetary principles/procedures of public accounting. Ability to rapidly assimilate State of Nebraska budget requirements for counties.
- Considerable knowledge of accounting and computer systems, and ability to efficiently operate personal computers and business software, and software specific to Buffalo County.
- Considerable knowledge of modern policies and practices of public administration; thorough knowledge of the principles and practices of a local county government, principles of organization, management and supervision. Knowledge of employment laws and regulations and how to relate to county government policies; knowledge of statutory provisions affecting the operations of county government.
- Highly effective oral and written communication skills. Ability to give reports and make presentations.
- Interpersonal communication skills and the ability to effectively establish good work relationships with County Officials, employees, and the general public.

Essential Education, Certifications, and/or Licenses

- Bachelor's degree in business, accounting, public administration, public relations or related field preferred. Combination of high school diploma and appropriate experience may be considered for an exceptional candidate.
- Skill in preparing budgets is desirable.

Essential Physical Demands and Typical Working Conditions

- Work is generally performed in an indoor office setting or hearing room and requires routine bending and sporadic lifting up to 40 pounds.
- Must be able to read, write, and understand the English language
- Work duties include: detailed work, reading and interpreting instructions, confidentiality, problem solving, reasoning, writing, math, and keyboard dexterity
- Ability to sit, stand or walk for 8 hours per day

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work at the job site
- Must have the ability to travel

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: _____