

JOB TITLE: Administrative Specialist
DEPARTMENT: Administration, Jasper County

ADM/4

JOB SUMMARY: This position is responsible for providing administrative and clerical support to the Executive Department.

MAJOR DUTIES:

- o Serves as receptionist for one or more county departments; answers the telephone, receives calls for office staff, relays messages, and transfers calls to other departments.
- o Provides assistance to public as needed, assists County Manager (and other department heads as needed) with research and follow-up to customer issues, and assists customers with curbside needs, road issues, licenses, permits, and other routine county matters.
- o Provides secretarial and administrative support to the County Manager by taking messages, returning calls, maintaining appointment calendar, and typing memoranda, reports, and correspondence.
- o Assists with Grant writing, to include writing small grants, assisting with complex grants, and managing grant compliance (working with other departments as needed to obtain documentation). Assists County Manager in gathering necessary data, maps, reports and other documents needed to apply for grants, as well as general research to find grant opportunities for the County.
- o Prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.
- o Assists County Manager and/or Finance Director with budget-related activities; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.
- o Prepares department documents, records, reports, and forms requiring knowledge of programs, policies, ordinances, County Codes, and procedures.
- o Enters information into department programs and databases; updates database information; creates new spreadsheet/files, prepares presentation material for meetings; and purges old data as appropriate.
- o Processes accounts receivable, including entering billing data, running reports, creating invoices, processing payments and assisting customers with their accounts. (Curbside, Landfill, etc.)
- o Provides information to personnel from other departments, County Officials, customers, patrons, contractors, engineers, and the general public regarding department programs, projects, County policies and procedures, guidelines, etc.
- o Receives, receipts, and monitors money received for department programs, fees, services and other income sources; prepares deposits as necessary.
- o Provides back up to Payroll/Accounts Payable Clerk and assists as needed with audits.
- o Processes incoming and outgoing mail for the office.

- o Assists County Manager with special projects by gathering data from other governments, the internet, and other means; compiling data, attending meetings, etc.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office procedures.
- Knowledge of the basic operations of county departments.
- Knowledge of departmental policies and procedures and relevant county policies and procedures.
- Knowledge of basic bookkeeping practices.
- Skill in organizing work and in setting up accessible files.
- Skill in operating such office equipment as a computer, calculator, facsimile machine, copier, switchboard, and typewriter.
- Skill in performing basic mathematical calculations.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant departmental rules and county policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: This position consists of related receptionist, secretarial, and administrative duties. The variety of duties performed contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support to the department. Successful performance contributes to the smooth operation of the department and affects the public image of the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, employees in other county departments, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office setting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school and some post-secondary education. Associates degree preferred.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for four (4) or more years.
- o Microsoft Word and Excel proficiency.