

LINN COUNTY CLASSIFICATION

TITLE: ADMINISTRATIVE ASSISTANT – ROADS

NUMBER: 032

APPROVAL ORDER NUMBER 2017-074

PAY RANGE: 12

DATE: MARCH 28, 2017

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs complex administrative support in the administration division of the Linn County Road Department with emphasis on two or more key program areas including financial services, human resources, public contracting administration and legal services support.

SUPERVISION RECEIVED: Works under the general supervision of the Director who checks work for conformity to departmental policies and procedures. Frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions may be a responsibility of positions in this classification; may participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Participate in establishing and implementing new policies, procedures and organizational goals with respect to administrative operations.
2. Provide moderately complex legal services support by preparing resolutions and orders for department actions that require Board of Commissioners' approval.
3. Assist in budget preparation; monitor financial records such as revenues and expenditures; prepare invoices for payment; issue invoices for accounts receivable, monitor and follow up on outstanding accounts; prepare and submit deposits to the Treasurer's Office; maintain inventory records for accountability.
4. Process and monitor all personnel services related activities including personnel action forms; maintain confidential employment records; manage new employee recruitment and orientation processes; track and document represented employee requirements as needed.
5. Assist the public and answer varied inquiries which require technical knowledge of department functions and applicable county, state and federal laws and regulations. Explain policies and procedures and arrange appointments.
6. Prepare periodic reports for road and bridge maintenance and construction project cost analysis and evaluation. Assist in preparing reports for compliance with state and federal

compliance audits, i.e. Oregon Department of Transportation (ODOT), Oregon Emergency Management (OEM), Federal Highway Administration (FHWA) and Federal Emergency Management Agency (FEMA).

7. Utilize cost accounting and other financial data to determine eligible reimbursement rates for payroll costs, fringe benefits and other overhead costs. Update periodically as needed.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the operation of key program areas within the Road Department. Ability to work with minimal supervision. Reasonable knowledge of the laws, rules and regulations governing the operations of the Road Department. Reasonable knowledge of bookkeeping principles and practices, particularly as they relate to cost accounting and financial reporting. Knowledge of budget preparation; modern office procedures and equipment; deeds, contracts, maps and other official records and documents pertinent to the operation of the Road Department. Ability to communicate effectively, both orally and in writing; plan, coordinate and maintain time schedules; make accurate mathematical calculations; establish and maintain an accurate and efficient recordkeeping system and maintain accurate records. Ability to operate standard office machinery. Ability to establish and maintain working relationships with employees, subordinates, supervisors, other governmental officials and general public.

EXPERIENCE, EDUCATION AND TRAINING: Associates in Applied Science Degree with emphasis in Administrative Assistant, Accounting Technology, Secretarial Science or similar field of study and five years of progressively responsible experience in a large office setting performing human resources or accounting functions. Any equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move over thirty (30) pounds.