

TITLE: Administrative Assistant

PW-ADM/3-124

DEPARTMENT: Public Works - Administration, Fayette County

JOB SUMMARY: This position provides administrative support for the Public Works Division.

MAJOR DUTIES:

- o Answers telephones and greets visitors; takes messages; makes appointments; provides information to the public; documents customer complaints and inquiries; refers questions to the appropriate County personnel; tracks scheduled action items.
- o Maintains and updates project management and budget-tracking spreadsheets for Public Works projects.
- o Maintains database of County Streets and Roads.
- o Maintains records of County right-of-way; policies; final plats, etc.
- o Tracks and enters bi-weekly payroll for the Road, Public Works and Engineering Departments.
- o Processes and records utility permits and driveway applications.
- o Prepares and administers annual budgets for Road, Public Works and Engineering, enters requisitions, processes invoices, orders office supplies.
- o Reviews and distributes incoming mail; identifies items requiring immediate attention; maintains hard copy filing system.
- o Prepares draft correspondence in the form of letters, memorandum and emails.
- o Coordinates office staff schedules and calendars.
- o Assists with development of presentations and graphics, including GIS software.
- o Maintains office supply inventory.
- o Oversees records management and retention in accordance with State and County guidelines.
- o Files documents.
- o Enters requisitions.
- o Stamps, codes and processes invoices.

- o Makes copies.
- o Maintains equipment, bid and contract records.
- o Prepares payroll records.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Skill in public and interpersonal relations.
- o Knowledge of computers and job related software programs, specifically Microsoft Word, Excel, Access, PowerPoint and Outlook.
- o Knowledge of modern office practices and procedures.
- o Knowledge of generally accepted accounting principles.
- o Skill in operating typical office equipment including computers, copy machine, fax machine, scanner, phone systems and other office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Public Works Director 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 the County Policy and Procedure Manual, the Safety and Loss Manual, Department policies and procedures and the employee handbook. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative support for the work of multiple departments. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with members of the general public, other county employees, vendors, and contractors.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, or crouching. The employee occasionally lifts light objects.

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of

Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- 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 one to two years.
- o Knowledge of or ability to learn and use ArcGIS or similar geographic information software within six (6) months of employment.