



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant	PAY GRADE: B23
DEPARTMENT: Community Development	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Director Community Development	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:	
 _____ Department Head /Elected Official	3/5/19 _____ Date
 _____ Human Resources Director	3/6/19 _____ Date

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in support of the assigned department and/or Department Head/Elected Official.

II. ESSENTIAL DUTIES.

1. Assists the department and/or Department Director
 - a. Applies considerable knowledge of county objectives and policies to compose correspondence, reports, spreadsheets, requisitions and documents for signature
 - b. Maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed.
 - c. Coordinates the logistics for setting up meetings, and represents the department at meetings, as directed.
 - d. Schedules appointments and keeps calendar of community and other meetings.
 - e. Coordinates arrangements for community meetings and notifies the parties and takes minutes.
 - f. Fulfills requests for all office supplies, equipment, and/or materials needed
 - g. Communicates and responds to inquiries in verbal and written form
 - h. Prepares and files official records such as notices, minutes, agendas, resolutions, and ordinances as assigned.
 - i. Prepares agenda and other presentation materials as directed.
 - j. Monitors and schedules janitorial, maintenance and repair of facilities and/or office equipment.
 - k. Maintains inventory of general office supplies and other items for staff.
 - l. Assists with researching grant programs and monitoring state and federal website for notice of funding availability releases and analyzes for applicability.
 - m. May route various payroll and other HR Forms on behalf of personnel to the appropriate person.
 - n. Provides telephone and receptionist services.
 - o. Develops and maintains written protocols for administration procedures of the department such as purchasing, receiving, equipment repair, report preparation, department inventory, timekeeping, payroll, etc.

2. Processes Purchase Orders
 - a. Prepares requisitions and processes purchase orders.
 - b. Orders items once purchase order is received.
 - c. Processes invoices and received items.
 - d. Maintains records of purchases.
 - e. Creates new requisitions to obtain purchase orders in accordance with proper filing system.

3. Coordinates Budget Related Functions
 - a. Functions as the point of contact on department budget matters.
 - b. Prepares, examines and analyzes accounting records of department or vendor to verify accuracy of figures and makes necessary corrections or lists discrepancies for adjusting.
 - c. Prepares monthly revenue and expense reports.
 - d. Monitors expenditures and revenue. Oversees, coordinates, and monitors internal controls and process for general accounting functions.

4. Perform Timekeeping and Payroll Functions
 - a. Answers questions and provides advice to employees and supervisors on procedures related to pay and leave/accrual/usage.
 - b. Verifies the accuracy of preliminary payroll and submits corrections as necessary.
 - c. Maintains leave requests and attendance records in accordance with proper records schedule.

III. ADDITIONAL DUTIES. As assigned

IV. QUALIFICATIONS.

- A. **Education.** High school diploma or GED.

- B. **Experience.** Five (5) years of experience performing advanced administrative support functions such as accounting, budgeting, bookkeeping and drafting correspondence by utilizing basic and specialized computer applications.

- C. **Experience/Education substitution.** Per County Policy

- D. **Licenses/Certifications.** None

- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background check and must maintain a current driver's license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, filing and record keeping systems; inventory control procedures; principles and procedures of budget preparation, control, financial record keeping and reporting; business English, spelling, grammar, punctuation and basic arithmetic.

Must have skill in exercising independent judgment in various situations and to determine appropriate action; drafting and preparing correspondence following verbal or written instructions from Department Head/Elected Official; handling sensitive and confidential matters and situations; and working with a culturally diverse population. Must possess technical writing skills and be able to establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the

methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

Work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, or carrying of light items.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

6. SUPERVISORY RESPONSIBILITY.

Work is performed under general supervision of the Director of Community Development. May supervise other secretarial and clerical employees, as assigned.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____ Date _____
Employee *Date*