

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Assistant to County Administrator
Department: County Administrator

Reports to: County Administrator

Pay Grade: Grade H

Date: 01 JUNE, 2021

Hours Per Week: [TBD]

PURPOSE OF POSITION

The purpose of this position is perform confidential and highly responsible administrative, secretarial and varied support work for the County Administrator involving complex work problems and situations requiring thorough familiarity with the operations of the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as confidential assistant on matters pertaining to personnel and administrative matters.
- Attends meetings as requested by the County Administrator.
- Makes recommendations and assists in the preparation of Departmental and County regulations and procedures.
- Explains policies, procedures, interpretation of administrative decisions, and instructions in response to telephone or personal inquiries from Department Heads, employees, and the public. Informs Department Heads and employees of County Board, Committee and County Administrator decisions that may affect them. Coordinates group employee meetings and training sessions.
- Performs administrative duties relating to the County Board including assembling orientation materials for the County Board Supervisors; assists with various appointments; assists with the preparation of resolutions and ordinances; assists with the preparation of the County Administrator's Report for County Board Meetings; and assists with preparation of reports, studies, and research as directed by the County Administrator concerning operation of the County. Attends County Board meetings as necessary.
- Composes, edits, transcribes, and disseminates confidential and technical material which may consist of agendas, minutes of meetings, letters, articles, memoranda, forms, reports, and PowerPoint presentations in accordance with standard policies.
- Performs clerical duties including, but not limited to: coordinates travel and meeting arrangements, prepares facilities for meetings, telephone reception, files confidential and sensitive information, processes and routes mail, maintains office supplies, processes printing requisitions, and photocopies documents.
- Acts as liaison to and for the County Administrator in dealings with County Departments, employees, other units of Government, community organizations, and the general public.
- Coordinates requests for sealed bids by performing or assisting with placing advertisements, preparing and disseminating informational material, and preparing and distributing letters.

- Analyzes and reviews procedures and workflow of the Department and makes recommendations on improving efficiency and effectiveness.
- Performs miscellaneous administrative duties as assigned including assisting in coordinating special projects as requested by the County Administrator.
- Assists with policy analyses of County programs and services.
- Assists the County Administrator in the evaluation of Department Heads.
- Assists in the annual County budget process by preparing and disseminating informational material, scheduling meetings, and monitoring items in progress.
- Processes purchase orders for the Department and approves purchase requisitions at the County Administrator/County Board level.
- Interacts with other governmental and private agencies.
- Acts as Records Retention Representative for the Department.
- Maintains office and signs documents in the absence of the County Administrator.
- It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in administrative support, or related field.
- Preference for knowledge experience in performing administrative, secretarial, and general office work of a progressively responsible nature in a multi-department organization
- Must be proficient in Microsoft Excel, Microsoft Word, Power Point and Outlook

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to communicate professionally and effectively with County Administrator, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date