

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Administrative Assistant	SALARY RANGE: 17 (\$23,158-\$28,948)
DATE POSTED: 02/07/2019 8:00 a.m.	CLOSING DATE: 02/15/2019 5:00 p.m.

DEPARTMENT: Road Department	FLSA: __ EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT
Shift: 6:30 a.m-5:00 p.m. Monday-Thursday	Location: Luna County
REPORTS To: Roads Director	BARGAINING UNIT: NO
FT REG <input type="checkbox"/> PT REG <input type="checkbox"/> TEMP <input type="checkbox"/> APPOINTEE <input type="checkbox"/> FT TERM <input type="checkbox"/> PT TERM <input type="checkbox"/> AT-WILL <input type="checkbox"/> OTHER _____	

APPROVED: _____			
Human Resources	Date	Department Head	Date

Summary: Under direction of the Roads Director, or designee, performs a variety of work as assigned in a wide range of areas. Plans, organizes, coordinates and performs various duties in support of the Road Department.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs complex administrative activities including, composing letters and reports and recommending or making purchase decisions. Heavy emphasis on answering phones, relaying messages, filing copying, assembling, typing correspondence and other documents as required. Database entry with physical audit to ensure proper asset tracking of equipment and inventory control. May assist the Executive Secretary in obtaining requisitions, purchase orders and monthly billing in cooperation with Purchasing and Accounts Payable. May assist the Executive Secretary in providing correct payroll reporting to the County's payroll department, which requires the knowledge of time clocks and time cards. Grant experience in applying for grants, tracking grants and the required reporting for the grants. Demonstrates strong ethical, professional, and service oriented customer service.

Provides excellent customer service to customers, both by telephone and in person, greeting and assisting customers, maintaining courteous and professional attitude. Must have general knowledge of County roads, highways and Planning Department Atlas in order to assist citizens with questions or concerns regarding Road Department regulations and policies. Enter phoned in road concerns into the computerized system for Road Concerns. Updates and maintains various electronic records and databases; researches and prepares statistical reports; maintains inventory of office supplies, equipment and stocked items; serves as primary communications contact for department; responds to questions

and complaints; processes incoming mail; copies, maintains and delivers files, documents and information, types letters and memos. Assists Road Department staff as needed. Responsible for the department's Inventory program, Inventory duties include maintaining and updating all department inventory on computerized system as well as tracking inventory and ensuring the maintenance of proper stocks of various inventory items. Establish priorities and monitor cases to maintain a balanced workload, ensuring that compliance deadlines are met. Maintains organizational relationships with County Manager's Office, County personnel and Elected Officials. Maintains external relationships with vendors, media and the general public. May be required to work after hours or overtime upon short notice. Maintains knowledge of current Federal, State and local rules and regulations through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities. Regular attendance is an essential function of this position.

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work Processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Roads Director or designees in a non-supervisory, FLSA non-exempt position.

Supervisory Responsibilities:

No direct supervision but may be tasked with delivering orders from the Roads Director or his designees.

Minimum Qualification Standards:

Education, Certification and Experience:

Must have a high school diploma or GED certificate; a valid Non-Restricted New Mexico Driver's License.

Must have a minimum of (2) years to three (3) years of office, secretarial or related experience with a strong emphasis on performing work correctly and meeting deadlines.

Must have Two (2) years' experience of general knowledge of Federal and or State Grants

Language Skills:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence and excellent language skills. Possess strong interpersonal skills, leadership, negotiation, analytical and problem solving skills and industry related skill/knowledge. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public. Bilingual preferred but not required. Must have excellent language skills.

Knowledge:

Knowledge of applicable Federal, State, County and municipal laws, codes, ordinances, rules and regulations of road maintenance. Knowledge of applying for and tracking grants and required reporting for the grants. Must have good knowledge of basic office and secretarial practices and

procedures; knowledge of English spelling, grammar and punctuation; knowledge of standard computer software such as Microsoft Office, Word and Excel for creating spreadsheets, presentations, correspondence preparation; mainframe applications; multi-functional copy equipment, scanners, printers, time clock, multi-line telephone and fax equipment and general office equipment including calculators.

Ability:

Able to read, copy, transfer and file information with high accuracy and clarity. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to comprehend, read, write and communicate in English. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Able to maintain confidentiality and refrain from discussion, disclosure or personal use of any information as required by statutory requirements and County policies. Able to abstain from offering opinions that may be construed as legal advice. Ability to sort, alphabetize, file and/or distribute written material. Ability to enter or record information quickly, maintaining concentration, speed and accuracy with frequent interruptions. Able to quickly learn and become familiar with general Local Government regulations and requirements. Ensures compliance with applicable safety regulations and administrative policies.

Physical Demands:

Must be able to operate a variety of standard office equipment which includes a motor vehicle, computer, calculator, multi-line telephone, postage machine, fax machine and copier. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. Moderate to strenuous physical effort is required to perform work in the field which may require long periods of time walking and standing; occasionally required to lift and/or move more than 50 pounds. During work, site visits and inspections, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. May be required to lift and/or move up to 50 pounds manually, climb stairs and stand or sit for protracted periods of time. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Work Environment:

Working conditions are primarily in an office environment. The employee occasionally faces difficult and stressful situations during which the employee must remain calm and professional. The employee has frequent contact with other employees within the organization, clients and families, employees of other county departments, and other individuals related to the work within their unit or division. Interactions often involve gathering documents, answering questions, and handling extensive information requests. The employee is required to change tasks frequently and to perform tedious, exacting work. The employee frequently is required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously and to work closely with others as part of a team. The noise

level in the work environment is usually moderate. Work is subject to frequent fluctuations and includes customer interaction and can be stressful.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Printed Name

Signature

Date

