

## FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT  
PUBLIC WORKSGENERAL STATEMENT OF JOB

Under general supervision, performs a variety of administrative and specialized office duties for the Public Works Department to include processing and maintaining records, receiving requests and completing work orders, figuring fuel usage, completing reports, preparing bills, issuing purchase orders, preparing schedules, assisting with preparing the budget, serving as dispatcher and receptionist for the Department, etc. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Receives and maintains records on all monies received for materials or services performed by the Department to include additional pipe needed for citizens' driveways, crusher run stone, animal adoption fees, rabies shots fees, etc. Prepares receipts and codes items to proper budget area. Deposits money with County Treasurer.

Maintains records relative to materials utilized by Public Works employees to maintain roads and bridges in the County. Processes trip tickets and prepares bills as appropriate.

Receives requests from citizens for work to be done and completes work orders on same. Submits to proper personnel and follows up on work done.

Reads gasoline and diesel meters monthly and figures usage. Enters data into the computer.

Completes Underground Storage Tank Monthly Inventory Report and submits as appropriate. Orders fuel as needed.

Issues gasoline keys and maintains records on same.

Maintains personnel records for the Department to include sick leaves, annual leaves, time sheets, worker's compensation claims, etc.

Prepares schedules for Recycling Attendants at all Centers.

Maintains records of hours of community service completed by inmates. Submits information to Probation Officers as appropriate.

Checks budget and issues purchase orders for small and medium purchases as needed.

Maintains records on vehicles and heavy equipment to include outside repair work done, purchase date, warranty information, registration cards, vehicle license numbers, date vehicle goes out of service, etc.

Issues supplies as needed and maintains records on supplies utilized. Requisitions and orders supplies as needed.

Assists the Director with preparing the budget for the Department. Enters information into the computer.

Serves as dispatcher for the Department. Follows up as appropriate.

Serves as receptionist for the Department. Answers and responds to calls appropriately.

Oversees activities of the Animal Control Officer. Assigns and work of same.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as accident reports, invoices, work orders, production report, reclamation report, requisitions, daily report, public service records, time sheets, mining reports, vehicle records, personnel records, work schedules, inventory sheets, fuel report, and general letters of correspondence.

Operates standard office equipment and machines such as adding machine, computer, copier, typewriter, etc. Operates a base radio for dispatching duties.

#### ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in clerical/secretarial science and three to five years of experience in accounting, office management, or related field, or any equivalent combination of experience and education which provides the required skills, knowledge, and abilities. Must be able to type at the corrected rate of fifty words per minute.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a two-way radio as well as a variety of automated office machines including computer, typewriter, adding machine, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, stooping, kneeling, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as production reports, requisitions, daily/monthly/annual reports, budget, personnel records, worker's compensation reports, fuel reports, inventory reports, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, vendors, Council members, city officials, and the general public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Must be able to apply principles of rational systems such as accounting, radio communications, computer operations, personnel, etc., in order to solve problems and deal with a variety of concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to communicate with other Departmental personnel via two-way radio.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; complete quantity conversion; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment and communications equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of business language, spelling, correct grammar and business arithmetic. Has working knowledge of current office management procedures, policies, and methods. Has knowledge of laws and regulations governing functions administered by the Public Works Department. Is able to develop and maintain complex filing systems. Is able to communicate effectively both orally and in writing. Is able to collect, compile and assemble information clearly and concisely. Knows of all records which must be maintained and reports which must be prepared in order to meet the requirements of the position, and is able to complete same accurately and in a timely manner as prescribed. Is able to deal with the public effectively when giving out and obtaining information. Knows how to assist in preparing the annual budget and how to keep current records on budget expenditures. Has the ability to complete mathematical calculations as required, including quantity conversions. Has the ability to effectively supervise subordinate staff. Is able to ensure completeness and accuracy in performing duties. Knows of all

supplies needed by Department personnel and knows proper procedure for maintaining adequate inventory of same; knows correct purchasing procedures. Is able to develop, interpret and apply policies and procedures, and evaluate their effectiveness. Knows the proper dispatching procedures for efficient operation of the Department. Has excellent communications skills. Is able to operate and care for standard office machines and equipment. Is able to complete duties under stressful conditions related to meeting tight deadlines, performing work that needs constant attention, keeping up with a variety of tasks at one time, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops

and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**