

LINN COUNTY CLASSIFICATION

TITLE: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 2

NUMBER: 045

APPROVAL ORDER

PAY RANGE: 12

NUMBER: 2001-532

CATEGORY: MANAGEMENT/EXEMPT

DATE: September 11, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as office manager of major County department or office and as administrative assistant to the department head or elected official. Supervise office, accounting and fiscal management procedures and policies; and coordinate activities as necessary within the department with other County offices and other public agencies; relieve department head or elected official of administrative detail.

SUPERVISION RECEIVED: Works under the general supervision of a department head or elected official who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over secretarial staff; gives input as a part of the management team regarding total personnel policies; participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, assign and review the work of subordinate staff and coordinate office flow.
2. Assist with preparation and submission of annual budget requests; maintain a record of expenditures; exercise expenditure controls over approved budget; prepare and submit vouchers for payment of monthly bills.
3. Conduct special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the department or office.
4. Interpret pertinent laws and departmental or office regulations to the public in person and through correspondence; resolve difficult problems referred by subordinates.
5. Confer with department head or elected official to develop plans, resolve difficult questions or to clarify policies.
6. Interview, select and provide for training of new secretarial employees, provide for indoctrination of all new employees regarding County and departmental or office policies, procedures, etc.
7. Maintain personnel files and attendance records; prepare personnel action forms; assign duties; evaluate work performance; meet individually with each employee regarding performance and future expectations; provide counselling when appropriate.

8. Perform general secretarial work for department head or elected official including writing letters and memos; transcribing from dictaphone, rough draft, etc.; devise new and update existing forms for all phases of work in the office.
9. Assist in the preparation of grant program funding proposals; maintain approved grant fiscal records; prepare expenditure reports.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of departmental programs, practices and procedures; considerable knowledge of familiarity with budget procedures and practices; skill in maintaining effective public relations.

Ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to plan, organize and effectively supervise the work of clerical subordinates; ability to conduct independent studies, to evaluate data and to prepare clear and concise reports; ability to establish and maintain harmonious working relationships with other employees and with the public.

EXPERIENCE, EDUCATION AND TRAINING: Four years of experience of a responsible nature in administrative, fiscal or legal office management work as required by department to which assigned; and graduation from a community college with major coursework in or related to office management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.