

# **LINN COUNTY CLASSIFICATION**

**TITLE: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 3**

**NUMBER: 048**

**APPROVAL ORDER NUMBER: 2020-234**

**PAY RANGE: 15**

**DATE: August 4, 2020**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as Office Manager of major County office or department or as an Administrative Assistant to the elected official or department head. May also serve as the program manager for a technical system. Supervise office, financial (budget, accounting and fiscal management) and personnel procedures and policies; coordinate activities as necessary within the office or department with other County offices and other public agencies; relieve elected official or department head of administrative detail.

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

SUPERVISION EXERCISED: Exercises supervision over assigned staff; gives input as a part of the management team regarding office or departmental personnel policies; participates in the selection of new personnel, provides for training, evaluates performance, imposes discipline, 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 and remain in 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 work flow.
2. At the direction of the elected official or department head, prepare the annual operating budget; maintain a record of expenditures and exercise expenditure controls over approved budget; prepare and submit vouchers for payment of monthly bills and review and audit revenue and expenditure reports generated by the County Accounting Office; submit corrections as needed.
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.
4. Interpret pertinent laws and departmental regulations to the public in person and through correspondence; resolve difficult problems referred by subordinates.
5. Confer with elected official or department head to develop plans, resolve difficult questions or to clarify policies.
6. Manage new or existing technical systems as assigned including editing and maintaining the department's website.

7. Assist in interviewing, selecting and orienting new staff and County policies and procedures training.
8. Maintain office personnel files and attendance records; prepare personnel action forms.
9. Plan, assign and review the work of subordinate staff and coordinate work flow; evaluate work performance; meet individually with each employee regarding performance and future expectations; provide counseling and discipline when appropriate.
10. Perform general administrative work for elected official or department head including preparing and editing documents; devise and update existing forms for all phases of work in the office.
11. Assist in the preparation of grant program funding proposals; maintain approved grant fiscal records and prepare expenditure reports.
12. Assist in developing contracts with subcontract providers, monitor payments to subcontractors and review subcontractors' financial reports.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**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 business English, composition, spelling and punctuation. Working knowledge of local government budget and accounting practices and procedures and working knowledge of human resources best practices.

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 subordinates; ability to prepare clear and concise reports; ability to establish and maintain harmonious working relationships with co-workers, management, elected officials and the public.

**EXPERIENCE, EDUCATION AND TRAINING:** Associates Degree in business administration or related field with major coursework in budgeting, computerized accounting systems, human resources or project management; at least four years of progressive office management experience performing in a high-level professional office environment including supervision of staff, financial or budget administration, project management experience and basic human resources operations; proficient and demonstrated experience in the use of Microsoft Office products, standard accounting computer software and standard office equipment or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. A Bachelor's Degree in business administration or related field, municipal budgeting experience, experience in local government; working knowledge of Oregon employment laws is preferred.

**NECESSARY SPECIAL QUALIFICATIONS:** Valid Oregon Driver's License and an acceptable driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The job is typically performed in an office environment under usual office working conditions and typical office environment noise levels with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position 60 percent of the time and occasionally move about the office to access and use office machinery and engage with County employees and members of the public. Attend meetings for prolonged periods. Frequently communicate with County employees and members of the public to exchange information. The employee must occasionally lift and/or move up to (25) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheet and data base software; computerized financial systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment.