

Administrative Assistant to the County Manager / Deputy Clerk to the Board

Dept: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work for the County Manager's Office, providing assistance to the County Manager and staff, preparing and maintaining official records and files, serving as Deputy Clerk to the Board, and related work as apparent or assigned. Work is performed under the general direction of the County Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Attends Board meetings, commission meetings, committee meetings, and other related meetings as required; takes and records official minutes of select meetings
- Acts as clerk for assigned boards; digitally prepares associated meeting agendas and packets as well as notices for special called meetings and public hearings
- Serves as Deputy Clerk to the Board; assists Clerk to the Board as required and assumes Clerk's duties in their absence
- Assists in development of presentation slides, agenda items, etc. for Board of Commissioner meetings
- Provides professional and responsive environment for citizen phone calls, email, and walk-in visitors; routes inquiries to appropriate departments or resources
- Maintains and coordinates Manager's calendar, schedules, and appointments; handles travel arrangements and associated paperwork for the County Manager.
- Coordinates and reserves meeting rooms, supplies, equipment, and necessary personnel for meetings.
- Prepares, proofreads, and formats official correspondence, memos, reports, and presentations
- Performs research and prepares reports as requested by the County Manager
- Acts as a notary public, prepares and administers oaths.
- Monitors and tracks ongoing projects, assignments, and deadlines within the Manager's Office
- Takes notes in select administrative meetings and digitizes associated documents
- Assists in preparation of employee newsletter and other employee communication
- Performs other duties as assigned in support of the County's operations
- Abides by, enforces, and participates in the implementation and ongoing oversight of Randolph County Government safety, standards, and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the functions and organization of county government; thorough knowledge of state and local laws concerning county administration terms, powers, regulations, etc.; thorough knowledge of the County's ordinances, policies and procedures; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of standard office procedures, practices and equipment; ability to communicate ideas effectively, both orally and in writing; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to research and prepare reports; ability to establish and maintain effective working relationships with county officials, associates and the general public.

Education and Experience

High school diploma or GED and three to five years experience working as an administrative assistant with increasing responsibilities, or equivalent combination of education and experience.

Administrative Assistant to the County Manager / Deputy Clerk to the Board

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

- North Carolina Notary Public.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

Administrative Assistant to the County Manager / Deputy Clerk to the Board

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date