DOÑA ANA COUNTY
JOB DESCRIPTION

POSITION TITLE: Administrative Assistant
PAY GRADE: B23

DEPARTMENT: Engineering/Roads Department
REPORTS TO: County Engineer
BARGAINING UNIT: N/A

FLSA: ☒ Exempt ☐ Non-Exempt
LEAD: ☒ Yes ☐ No
SUPERVISOR: ☐ Yes ☒ No

APPROVED:

Department Head: [Signature] Date: 12/5/16

Human Resources Director: [Signature] Date: 12/15/16

I. PURPOSE SUMMARY. Plans, organizes, coordinates and performs various duties in support of the Engineering/Road Department. Plan, analyze, coordinate and maintain the daily operation of the Engineering/Road Department computerized complaint and maintenance management system. Reports directly to the County Engineer.

II. ESSENTIAL DUTIES.

a. Responsible for development of various written protocols to address issues such as purchasing and equipment repairs.

b. Maintain and support daily operations of the department’s data management section and computerized information systems. Involves: Daily operation and maintenance of IworQ complaint and work progress management system and County E-civis software. Maintain program functionality and assist personnel in the operation of the systems. Conduct or coordinate specialized reports or studies utilizing the information provided within the systems.

c. Coordinate upkeep and maintenance of various software programs to include the grant software program.

d. Communicates and responds to inquiries in verbal and written form.

e. Assists in preparing the department budget and may be appointed as point of contact on department budget matters.

f. Assists with keeping equipment inventory, maintenance and repair records.

g. Prepares and files records such as notices, minutes, agendas, resolutions and ordinances.

h. Fulfills requests for office supplies, equipment, materials, per diem and P-card expenditures, per established procurement code, as needed by the department.

i. Prepares and submits various departmental documents such as travel requests and P-1 forms for approval.

j. Assists with researching grant programs and monitoring state and federal websites for notice of funding availability releases and analyses for applicability.

k. Assists in responding to all departmental Information of Public Records Requests.

l. Responsible for assisting and training others on department related grant and maintenance software.

m. Assists with preparing grant applications.
n. Assists with the grant administration process to include; overseeing local, state and federal grant and funding programs; reviewing expenditure requests for County Engineer approval; compiling and submitting progress reports to the County Engineer for review to include grant and non-grant infrastructure improvement projects for the Board of County Commission, management, funding agencies, legislators and public; preparing and reviewing grant draw-downs and closeout documents.

o. Assists with CIP/ICIP process.

p. Responsible for compiling data and responding to Public Records Requests in accordance with statutory requirements.

q. Responsible for maintaining and updating the data base for capital equipment inventory. Prepares a capital equipment annual report for review and approval by the County Engineer.

III. ADDITIONAL DUTIES. Perform other duties as assigned.

IV. QUALIFICATIONS.

a. **Education.** High school diploma or equivalent.

b. **Experience.** Four (4) years of administrative, accounting, budgeting, contract administration, project development and grant experience.

c. **Education/Experience substitution.** In accordance with County policy.

d. **Licenses/Certifications.** Valid Class D Driver’s License.

e. **Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.).** Must pass background and driver’s license check. Maintain acceptable driving record in accordance with County policy.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION.

Knowledge of:
General administrative functions, services and techniques; Office practices, procedures and etiquette. Proper methods to maintain accurate records, computer operation, applicable software and general office equipment. Law and regulations related to contract administration, principles and practices of project management; grant writing and administration of contracts.

Skilled in:
Develop and produce grants and other proposals; determine informational needs, collect and analyze information, and devise and develop statistical analyses and reports. Communicate effectively, both orally and in writing; analyze and interpret financial data and prepare financial reports, statements and/or projections. Provide technical advice and information to staff in area of expertise and make administrative/procedural decisions and judgments.
Ability to:
Work independently, have strong interpersonal and communication skills and also work effectively with a wide range of constituencies in a diverse community; supervise, lead and direct the activities of staff; and organize and coordinate projects.

2. FREEDOM TO ACT.
The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT
The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS
The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work. Must have the ability to frequently move or re-position up to 10 pounds of materials or objects, and occasionally lift or move up to 25 pounds. May require occasional long periods of standing, walking over rough, uneven or rocky surfaces.

5. WORK ENVIRONMENT
The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated. Occasional outdoor inspection of work sites may occur under adverse weather conditions.

6. SUPERVISORY RESPONSIBILITY
Work is performed under general supervision of the Department Head. May supervise/lead other secretarial and clerical employees, as assigned.

V. EMPLOYEE ACKNOWLEDGEMENT:
I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies
and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without a reasonable accommodation.

Accepted by:          
                     
Employee                      Date

Printed name:          
                     
Employee                      Date