

MACON-BIBB COUNTY POSITION OPENING NUMBER: _____

POST DATES: 11/24/14 – 12/4/14	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Administrative Assistant		
JOB CLASS (GRADE):	MINIMUM SALARY: \$12.63 per hour	
LOCATION: ECD	WORK WEEK: MON-FRI	WORK HOURS: 8:30 A.M.-5:30 P.M.
DIVISION: ADMINISTRATION		
DEPT. HEAD: WANZINA JACKSON	(X) REPLACEMENT () NEW REQUIREMENT	

PURPOSE OF CLASS

Under general supervision, performs responsible office administrative duties within departmental and the Macon-Bibb County procedures and guidelines, but exercises some independent judgment and initiative in the performance of duties. Performance is reviewed through evaluations, work product, and observation.

PRIMARY JOB DUTIES

Priority 1: Weight: 35	Receptionist duties, accounts receivable, customer inquiries and operates all standard office equipment.
Priority 2: Weight: 15	On behalf of the Department Managers, schedules and attends staff meetings, board meetings and community meetings. Keeping minutes and reminding staff members assignments due
Priority 3: Weight: 10	Drafts, prepares and distributes letters, memoranda and PowerPoint presentations for the Department.
Priority 4: Weight: 10	Maintains the Manager's <i>Outlook</i> calendar in regards to appointments and contact listings.
Priority 5: Weight: 10	Receives, logs and processes all incoming departmental mail
Priority 6: Weight: 10	Assists with all travel arrangements for official business trips conducted by the Department.
Priority 7: Weight: 5	Maintains a separate filing system for the Department Manager
Priority 8: Weight: 5	Maintains numerous weekly and monthly departmental reports/spreadsheets.

SECONDARY JOB DUTIES

- Receives and distributes checks/paperwork for department personnel.
- Assists with the setup for departmental presentations requiring the use of laptop computers and projectors
- Oversees the implementation of the Macon-Bibb County archive system for the department.
- Prepares documents/presentations for training classes on Departmental functions.
- Infrequently required to provide administrative support for the Managers on meeting/trips out of the office and out of town.
- Completes special projects and performs other miscellaneous duties as required.

EQUIPMENT OPERATED

Personal computer, fax machine, copier, typewriter, calculator, shredder, printer and postage machine, laptop computer, CD burner, transcriber/recorder

REPORTING RELATIONSHIP

This position reports to the Manager of ECD.

KNOWLEDGE, SKILLS, AND ABILITIES

- Good knowledge of the principles and practices of local government administration.
- Considerable working knowledge of personal computers and word processing and database programs, including the Microsoft Office Suite, the Windows NT network, and internet and email services.
- Ability to write clear and concise reports, memoranda, directives and letters.
- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general direction.
- Considerable use of discretion in handling sensitive materials and other confidential information.
- Ability to meet the public and to discuss problems and complaints tactfully, courteously and effectively.
- Ability to make priority decisions in accordance with established rules, regulations and departmental policies.

- Ability to maintain effective working relationships with City officials, fellow employees and with members of the general public.

DESIRABLE EDUCATION AND EXPERIENCE

Two (2) years of college or associates degree in business or public administration or any combination of education and experience acceptable to the appointing authority.

Five (5) years of progressive office management experience including two (2) years of supervisory experience utilizing computers for office management functions.

This position requires **advanced** skills in word processing, spreadsheet design and database design applications. The term **moderate** is described as follows:

Basic

Word Processing: Create, save. Move and delete files and directories, delete, replace, copy and move text, change line spacing, use spell check, set margins and tabs, boldface, italicize, underline, change font size and type style, align paragraphs, print documents, send documents via computer, and use the calendar for scheduling.

Moderate

Word Processing: All **basic** skills plus demonstrate the ability to create page breaks, columns and tables, add borders, use headers and footers and utilize mail merge features.

Spreadsheets: Enter text and numbers on worksheets, delete, copy, paste and change cell entries, insert, delete and change columns and rows, set up and copy formulas to add, subtract, multiply and divide cell data, format cells, copy and name worksheets, use *Autofill* and display and add toolbars.

Database Skills: Create a database, create a table, define a table structure, enter data and print a table, edit, delete and sort table records, change field properties, locate information in a table, create queries selecting data, sort and tabulate for report formulation

Advanced

Word Processing: All **basic** and **moderate** skills plus demonstrate the ability to merge documents, create data source files, and create and use templates and wizards.

Spreadsheets: All **moderate** skills plus the ability to use absolute cell references, use functions to sum, average, obtain minimums, maximums, and cell counts, freeze row and column headings, use shortcut keys, use *what-if* analysis, link workbooks, and create charts with text.

Database Skills: All **moderate** skills and create customized forms, create validity checks, sort table records, add text, and query multiple database records.

External applicants must demonstrate their knowledge of a comparable piece of software in the interview process. Internal applicants must pass test(s) in required areas (if computer course(s) not already taken) and demonstrate proficiency on the system.

WORK CONDITIONS:		
C= Constant (65-100% of day)	O= Occasional (up to 33% of day)	N = Never
F= Frequent (33-65% of day)	I= Infrequently (not done daily)	
C Operates various office equipment	N Adverse, hazardous or unpleasant conditions	
I Operates motorized vehicle	N Utilizes hand tools & maintenance equipment	
I Requires physical activities such as bending Stooping, climbing or lifting		
Lifts or Carries:		
O 10 lbs. or less		
I 11 - 25 lbs.		
I 26 - 50 lbs.		
N 51 - 75 lbs.		
N 76-100 lbs.		
N 100 lbs.+		

NECESSARY SPECIAL REQUIREMENTS:

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

Written by / Date: _____

Dept. Head / Date: _____

Personnel Director / Date: _____

If you feel you qualify for the above position, you may obtain an Application at the Human Resources Department, Macon-Bibb County. Once completed, the application should be returned to the Human Resources Department with a current resume, copy of education background and 2 letters of Professional Recommendation. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days, before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY EMPLOYER