

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

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| POST DATES: 06/07/2017 to 06/21/2017 | EEOC CODE: | CLASS CODE: |
| CLASSIFICATION TITLE: Senior Administrative Assistant | | |
| JOB CLASS (GRADE): 10 | HOURLY RATE: \$15.99 | |
| LOCATION: Engineering | WORK HOURS: 8:30 AM – 5:30 PM | |
| DEPT. HEAD: David Fortson | WORK WEEK: Mon. – Fri. | |
| (X) REPLACEMENT () NEW REQUIREMENT | | |

JOB SUMMARY:

This position is responsible for providing specialized administrative assistance to support the administrative functions of the Engineering Department.

QUALIFICATION REQUIREMENTS:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares Capital and Operating Budget requests and five year CIP annually for review by the department head. Assembles information on past expenditures in order to allow the department head to develop future spending projections.
- Maintains a replacement schedule on all major capital, primarily vehicles.
- Reviews and approves requisitions and direct pay authorizations before submittal to Finance.
- Tracks budget expenditures and monitors accounts for over-runs, under-runs, etc.
- Oversees the use of the department head's purchasing card and prepares monthly report.
- Handles petty cash disbursements and reimbursement requests.
- Receives department revenue and prepares revenue reports for submittal to Finance.
- Takes comments on all proposals to close streets and alleys.
- Assists customers with completing applications for alcohol license distance measurement affidavits. Maintains records for the affidavits.
- Receives all monies associated with permits. Receives all bonds required with permits, maintains a log of those bonds and coordinated staff follow-up actions.
- Maintains Road Improvement program records, including invoices, work authorizations, budget modifications, etc.
- Maintains SPLOST spending records.

- Assists in preparing various reports by the department head, including quarterly report to ACM. Oversees open records to ensure compliance with the law and proper coordination with the county open records coordinator.
- Maintains a database of all files stored in inventory. Assign box numbers for other staff and files boxes. Monitor dates for disposal of files. Oversee the condition of boxes in storage.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Administrative Assistant III must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles and practices of local government administration.
- Knowledge of budgetary preparation procedures and administration.
- Knowledge and proficiency 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 develop comprehensive plans from general instructions.
- Ability to work with almost complete independence to carry out policies and procedures established by the department director.
- Ability to meet the public and to discuss problems and complaints tactfully, courteously and effectively.
- Ability to use discretion and to maintain appropriate confidentiality and security of private or confidential information.
- Ability to maintain effective working relationships with other employees, elected officials, private organizations, and the general public.
- Skill in analyzing data and preparing reports using spreadsheets and narrative descriptions.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Senior Administrative Assistant should possess, at a minimum, a high school diploma or equivalent and at least five (5) years of experience in administrative support; or an associate degree and at least three (3) years of experience in administrative support; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass the *basic level* of the Macon-Bibb County skills test.
- Must be able to type 40 words per minute.
- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Administrative Assistant III is required to travel infrequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office setting.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings 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 the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER