

BANNOCK COUNTY
CLASS SPECIFICATION

OFFICE ADMINISTRATOR (Commission)

Department: Commissioners
FLSA Designation: Non-Exempt

Pay Grade: 12
Effective Date: 10/04, 08/09

Purpose of Class

Performs supervisory and administrative support duties for the County Commissioners; performs related work as required.

Primary Function

This is a supervisory and administrative support position with the principal function to provide administrative support to the County Commissioners in areas such as coordinating support functions, setting priorities, answering phones, assisting the public, typing, monitoring budget and calendar, preparing for and recording meetings, and researching documents. Duties may include typing and preparing resolutions and ordinances using various software applications; composing responses, entering data into County or department systems and applications, keeping clerical records, logs, ledgers, etc. and working within department specific processes and procedures. This position directly supervises the Commission Secretary. The work is performed under the supervision of the County Commissioners, with considerable latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (may vary by assignment)

- Answers incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed;
- Trains, supervises and evaluates Commission Secretary;
- Organizes, directs, and coordinates department support functions, setting priorities, and reviewing work for accuracy and timeliness;
- Coordinates projects and meetings with various County personnel;
- Responds to inquiries and resolves complex problems or issues within department policies and procedures;
- Acts as media contact for calendar and meeting information;
- Monitors statutory calendar including advising Commissioners of necessary actions and activities, and maintaining agreements, resolutions and ordinances;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;

- Attends, takes minutes and prepares necessary records of Board of County Commissioners meetings including executive sessions, Prosecuting Attorney's Office, jail inspections, insurance, and others;
- Transcribes and copies tapes of hearings or meetings;
- Prepares hearing files for upcoming cases which includes planning and zoning issues, recording hearings, marking exhibits, transcribing minutes, copying tapes of hearings and preparation of findings;
- Responds to public records requests and conducts necessary research to solve issues;
- Provides data entry services, faxing, typing, and filing;
- Creates, types and proofs memos, letters and documents of a confidential nature;
- Prepares resolutions from the Commissioners;
- Manages office purchasing requirements within budget;
- Coordinates Board of Equalization, bid management process and various projects;
- Processes necessary documentation and completes research for special situations and presents to commissioners for decision;
- Uses computer to research documents, obtain information or enter data;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Covers duties of other departments when necessary;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Idaho code relative to duties and responsibilities;
- County department functions and relationship to one another;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Customer service practices, procedures, and objectives;
- Supervisory practices and procedures;
- Personnel management practices and procedures;
- County government administrative practices and procedures;
- Current office practices and procedures.

Ability to:

- Supervise and evaluate Commission Secretary;
- Make decisions where established policy and procedures do not always apply;
- Perform basic mathematical computations;
- Advise individuals on County issues and follow through with decisions;
- Be a team player and cover other department's duties when necessary;
- Work independently and make appropriate decisions when supervision is not readily available;

- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard office equipment;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, the media, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Maintain complete confidentiality;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency and two (2) years specialized training in secretarial practice, general business, or a related field is required; and
- Five (5) years progressively responsible office experience providing exposure to County administrative processes and complex secretarial duties is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.