

BANNOCK COUNTY **CLASS SPECIFICATION**

MANAGEMENT ASSISTANT

Department: Solid Waste
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 2/08, 8/09

Purpose of Class

Performs a variety of administrative duties that enables management or administrators to function more effectively; related work as required.

Primary Function

This position assists management in a variety of administrative and analysis duties; the employee in this class performs minimal secretarial or clerical support functions. The job instead is more focused on management assistant responsibilities, with complex and highly responsibility accounting and administrative support duties. An employee in this class develops expense and revenue projections, analyzes and monitors construction costs, prepares operational costing reports and EPA reports, performs research on special projects and applies for grant funding, analyzes accounting and cost data, prepares and monitors budgets. This position is supervised by the Solid Waste Manager with some assignments coming from the Office Coordinator at Road and Bridge.. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Researches and analyzes data to prepare expense and revenue reports and projections.
- Maintains job costing and Wasteworks software and records, including standards for all materials, labor, and equipment.
- Inputs actual job data, prepares operations costing reports, analyzes actual job costs and makes recommendations to staff.
- Prepares spreadsheets to forecast expenses and revenue for future projects.
- Assists in preparation of annual budget;
- Designs and prepares spreadsheets; analyzes and reports the effect of price increases on the budget and ability to perform required maintenance.
- Researches regulations and statues related to Landfill operations to insure department compliance.
- Researches and completes paperwork for Grant funding.
- Explains Department procedures/policies/programs to the public and resolves concerns;
- Relates and interprets applicable laws, ordinances, codes and policies;
- Composes and prepares correspondence, documents and reports;
- Maintains and updates manuals, financial records, documents, budgets, contracts, accounts, and databases;

- Prepares invoices, processes and receives payments, balances cash, records account information and tracks changes;
- Establishes and prepares spreadsheets, databases, tables, brochures and other documents;
- Compiles data for administrative analysis, prepares reports or summaries of data from complex records and multiple sources;
- Analyzes records and data to prepare reports;
- Proofreads and edits documents for correct spelling, grammar, format and clarity;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Prepares informational newsletters, brochures, and presentations; assists with educational presentations and programs;
- May provide direction to other office employees
- Cross-trains with Road & Bridge Office Coordinator to provide back up as needed
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- General, governmental, and cost accounting principles and applications.
- Operation of a personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives;
- Fiscal analysis;
- Bookkeeping and accounting practices and procedures;
- English grammar, spelling, punctuation, and composition;
- Business and technical writing techniques;
- Record keeping, filing and report preparation practices and procedures.

Ability to:

- Quickly learn and understand County, state, and other applicable codes, ordinances, and statutes governing solid waste operations;
- Learn and comply with department policies and procedures;
- Compile, analyze and report fiscal and other data;
- Research and analyze technical and financial data, reconcile accounts, and prepare reports
- Analyze issues, independently make decisions and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Conduct research and analysis of projects and development proposals;
- Follow oral and written instructions;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform duties accurately and efficiently under time sensitive deadlines;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials and the public;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively both orally and in writing;
- 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 with additional college or professional coursework in business, accounting or a related field is required; bachelor's degree in business, public administration or a related field is preferred; and
- Three (3) general or cost accounting experience, preferably in a landfill, environmental, construction, or utility maintenance environment, is required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- First Aid/CPR certification may be required;
- Idaho drivers license is required.

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, review and process documents, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.