

MEDINA COUNTY COMMISSIONERS

Job Description Administrative Assistant Workforce Development



SUMMARY

The Administrative Assistant works under the direct supervision of the Director, Workforce Development. Provides administrative and clerical support in the way of processing correspondence, maintaining departmental website, taking and transcribing meeting minutes, filing, scheduling, record keeping, ordering supplies, mailings, special projects, answering non-routine correspondence, interfacing with a diverse group of clients and maintenance of departmental finances.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Prepares general correspondence, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout; makes appropriate changes. Establishes, maintains, and updates filing system; retrieves and purges information as required. Sorts and distributes mail, attaches pertinent enclosures. Responds to regularly occurring requests for information by drafting written responses or replying by phone or e-mail. Attends meetings, takes and prepare minutes. Answers phones, takes messages or fields/answers; refers inquiries to appropriate parties. Schedules and organizes meetings, travel, activities and conferences. Gathers, researches, and compiles a variety of informational materials from internal and external sources; maintains quantities of promotional and informational hand-outs. **Time spent: 55%**
- II. Oversees web site updating hyperlinks, employer and resume postings and password security. Refers hosting or design problems to Director and/or website host desktop Creates and develops visual presentations and brochures using desktop publishing software; submits proofs for approval. Works within constraints of design, keeping date, information and hyperlinks current. Monitors partner website and employee and training sites for updates and news articles. **Time spent: 10%**
- III. Acts as a liaison with other County departments and outside agencies and/or employers. Interfaces with high-level staff such as CEO'S, Presidents, and Senior Vice Presidents. Handles confidential and non-routine information and explains policies when necessary. **Time spent: 10%**
- IV. Works independently and within a team environment on special non-recurring and ongoing projects. Serves as principal on special projects, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures. Gathers information for special projects such as RFP's, along with assisting in preparation of documents and dissemination and logging of same. May direct assigned staff in front desk procedures or project where direct supervision lies elsewhere. Provides work instruction on routine activities. **Time spent: 12%**
- V. Supports maintenance of departmental finances through researching potential funding sources. Explore/monitor existing funding sources for press releases, postings, etc. concerning available funds. Prepares and files grant applications to ensure funding of various programs. Initiates and coordinates actions in preparing and writing of grants from various funding sources. Disseminates information to appropriate staff as it relates to upcoming funding opportunities. **Time spent: 5%**

Class #: 12551C Class Title: Secretary 1 Position Control #: 10454.O Normal Working Hrs : Fr 8 am to 4:30 pm
County of Employment: Medina Working Title: Administrative Assistant Pos # & Title of Supervisor: 61611C – Director Workforce

VI. Attends required in-service County programs; Participates in continuing education activities; performs other duties as assigned. Assists director on special projects as assigned. **Time spent: 5%**

Class Title/Position Number of Position(s) Supervised: None

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Business practices & procedures to apply knowledge in a variety of practical situations; (2) Functions, & structure of County government; (3) Standard practices in personnel management, budgeting; (4) Secretarial & office administrative procedures; (5) Use and operation of standard office equipment; (6) Budgetary principles & standard business mathematics (7) Variety of computer software applications; (8) County & Department Policies* 	<p>Prepares general correspondence, memos, charts, tables, graphs, spreadsheets, database, grants & business plans.</p> <p>Files grant applications to ensure funding of various programs.</p> <p>Explore/monitor existing & potential funding sources for press releases, postings, etc concerning available funds.</p> <p>Answer non-routine correspondence.</p> <p>Directs assigned staff.</p> <p>Oversees web site.</p>
Skills:	<ul style="list-style-type: none"> (9) Recommend routine changes in operating procedures; (10) Retrieve, compile & report data; (11) Develop formats & procedures for special applications; (12) Establish facts to draw daily operational conclusions, or to solve practical problems; (13) Provide alternative solutions where only limited standardization exists; (14) Operate complex office equipment/software programs; (15) Keyboard skills at a minimum of 55wpm; (16) Interpersonal skills, poise, tact & diplomacy; (17) Attention to detail in composing, typing & proofing materials; 	<p>Liaison with outside constituents.</p> <p>Provide administrative & secretarial support.</p> <p>Type, file, record financials, payroll, coordinate meetings, obtain supplies, prepare mailings, work on special projects.</p> <p>Assemble confidential & sensitive information.</p> <p>Research potential funding sources, develop funding requests.</p> <p>Take messages or field routine & non-routine questions from agencies/clients.</p>
Ability:	<ul style="list-style-type: none"> (18) Excellent command of the English language; (19) Speak & write effectively (20) Summarize data, prepares reports, make recommendations based on findings which contribute to solving problems & achieving work objectives; (21) Present information for use by administrative-level staff; (22) Establish & maintain harmonious working relationships with administrative officials, employees & general public; (23) Plan & organize work; (24) Conduct studies & analyses contributing to effectiveness & efficiency of Department; (25) Understand & carry out written or oral instructions; (26) Prepare complex written reports; (27) Gather & summarize data for reports, find solutions to various administrative problems, & prioritize work with a minimum of direction; (28) Ability to establish priorities & meeting deadlines; 	<p>Deal with diverse group of external & internal contacts at all levels of the organization.</p> <p>Answer non-routine correspondence.</p> <p>Maintain departmental website.</p> <p>Generate & assemble operational reports.</p> <p>Taking & transcribing meeting minutes.</p> <p>Create/develop presentations, brochures.</p>

QUALIFICATIONS

- 1) High school diploma or equivalent.
- 2) Valid Ohio Drivers license with insurance coverage.
- 3) Knowledge of secretarial and office administrative procedures and operation of standard office equipment at a level generally acquired through a minimum of 5 years related experience.
- 4) Excellent command of the English language.
- 5) Hands-on experience with a variety of computer software applications.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Ability to travel throughout county.
- Ability to effectively present information and respond to questions from public.
- Frequently required to talk or hear, stand, walk, use stairs, sit; use of hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Exposed to equipment generating heat and cold.
- Must occasionally lift and/or move up to 15 pounds.
- Interpersonal skills handling sensitive and confidential situations
- Demonstrated poise, tact and diplomacy.
- Analytical ability to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- With assistance, may occasionally lift booth display backdrops weighing 35 pounds or more.

MAJOR WORKER CHARACTERISTICS

- Knowledge of office practices and filing systems.
- Knowledge of office equipment.
- Knowledge of computer software.
- Ability to apply business mathematics.
- Ability to understand systems and procedures.
- Ability to establish positive client relations.
- Ability to positively interact with co-workers and management.