

# MONTMORENCY COUNTY JOB DESCRIPTION

APPROVED AND ADOPTED 12/11/2019

**JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE BOARD OF COMMISSIONERS**

**REPORTS TO: THE BOARD OF COMMISSIONERS**

## **JOB PURPOSE:**

The position of the Administrative Assistant consists of providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

## **DUTIES AND RESPONSIBILITIES**

- **Manage the office of the County Board of Commissioners**
  - **Maintain County database system, contracts and files**
  - **Answering the phone and directing calls to the appropriate parties or take messages**
  - **Responding to e-mails and answering those that require a response**
  - **Compile Board and Finance agenda items, create agendas and post appropriately**
  - **Prepare contracts and out-going correspondence for County Board of Commissioners**
  - **Make travel arrangements for Commissioners when requested**
  - **Send memos to staff as requested by Board of Commissioners**
  - **Greet visitors and assist them with needed information or direct them to the office or agency where they can find needed information**
  - **Maintain State and Federal required files (i.e. I-9's, HIPAA, FMLA and FOIA)**
  - **Posting of holiday notices of building closure in provided public boxes**
  - **Assist other County offices as needed**
- **Attend Board and Finance meetings to take notes and produce memos and minutes**
- **Perform purchasing agent duties by filling orders for Courthouse and Sheriff Departments and maintain general supplies and paper needs**
- **Review all incoming County bills and code for submission to Accounts Payable for payment**
- **Create publications and postings as directed by the Commissioners**
- **Any other duties assigned by the Board of Commissioners**

## **QUALIFICATIONS**

- **High school diploma or equivalent education required**
- **Computer skills, with experience in Word and Excel**
- **Attention to detail in completing tasks and listening to others**
- **Perform duties with integrity, cooperation, dependability and empathy**
- **Ability to perform your duties without constant oversight**

## **WORKING CONDITIONS**

This job requires being able to manage situations as they arise. This office involves daily communication with most County and Court offices and the public.

## **PHYSICAL REQUIREMENTS**

Simple lifting when supply orders arrive and cleaning the Board office are the only physical tasks required.

## **DIRECT REPORTS**

None

## Montmorency County Job Description

<b>Job title</b>	<i>EDC/CDBG Administrator</i>
<b>Reports to</b>	<i>EDC Board of Directors</i>

### Job Purpose

Provide administrator duties to loan recipients, EDC Board and Montmorency County Board.

- Administer funds for USDA Grants, EDA Grants and CDBG Grants.

### Duties and Responsibilities

- Administer loan applications for prospective applicants
- Prepare new applicant files, send updated information to the EDC Board
- Prepare/maintain loan/documentation/credit/legal, etc. files throughout the loan process of each applicant
- Monitor/gather/file financials & other documentation
- Attend monthly EDC board meetings, prepare and distribute agendas/minutes including financial reports
- Maintain funding unit reporting requirements
- Receipt in loan payments and prepare monthly statements and reminders for all loan receipts
- Maintain a follow up program for all loan recipients
- Process paid off files
- Assist in preparation for Audits
- Prepare and administer all year end financials and documents
- Prepare and maintain various reports, as required
- Maintain correspondence on behalf of the EDC Board including agendas and minutes
- Network information within the community via press releases, email list serve and mailed correspondence
- General clerical duties
- Network as needed with area events, chambers, and organizations including activities for economic stimulus.
- Perform other duties as assigned by the EDC Board

- **Education:** High School Diploma and Associate Degree
- **Specialized knowledge:** Knowledge of Basic Accounting, Billing, and Grant Reporting.
- **Skills:** Excellent communication skills, proficient in Word, Excel, QuickBooks, and Correspondence.

No special working conditions. Office setting.

No physical requirements. Some lifting of heavier file boxes at times.

12/1/18 - hand delivered to Dave Wagner, JRF

**JOB DESCRIPTION FOR THE BOARD OF COMMISSIONERS Administrative Assistant Duties**

**Adopted 12/11/2019**

- 1) ASSISTING THE COMMISSIONERS
- 2) ORGANIZING AND PREPARING AGENDAS FOR BOARD AND COMMITTEE MEETINGS
- 3) HR duties as requested
- 4) COMPUTER KNOWLEDGE OF WORD, EXCEL AND BS&A
- 5) ASSISTING COMMUNITY MEMBERS
- 6) BUDGET
- 7) FMLA
- 8) FOIA
- 9) HIPAA
- 10) ORDERING FOR STAFF AT COURTHOUSE AND MCSD
- 11) EMPLOYEE INFORMATION AND FILES
- 12) PREPARING AND CODING BILLS FOR BOARD
- 13) ADS FOR EMPLOYMENT, BIDS, PUBLIC-HEARINGS ETC
- 14) FIELDING PHONE CALLS FOR BOARD MEMBERS
- 15) MAIL
- 16) KEYS FOR STAFF
- 17) PREPARATION OF MEMOS WHERE NECESSARY
- 18) SCHEDULING OF OFFICES AND BOARD ROOM
- 19) PREPARATION OF CONTRACTS
- 20) SETTING UP MEETING FOR COMMISSIONER COMMITTEES
- 21) POSTINGS ON DOORS WHEN BUILDING IS CLOSED
- 22) POSTING ON WEBSITE OF CLOSURES AND AGENDAS
- 23) WORKING WITH OTHER COUNTY DEPARTMENTS
- 24) CONTACTING OUTSIDE ENTITIES FOR REPAIR OF ALARM, PHONES, HEATERS ETC
- 25) MAINTAINING THE OFFICE OVERALL, VACUUMING, CLEANING
- 26) ATTENDING, TAKING AND TRANSCRIBING NOTES ON FINANCE MEETINGS
- 27) WORKING WITH OTHER COUNTY ORGANIZATIONS
- 28) FOLLOW UP OF BOC MEETING: EX. MEMO'S, GATHERING OF INFORMATION ETC.
- 29) OTHER: AT THE DISCRETION OF THE BOARD OF COMMISSIONERS

THE ABOVE DUTIES ARE IN ADDITION TO MANY TASKS THAT ARISE DAILY. THE NEEDS OF STAFF MEMBERS CHANGE FROM DAY TO DAY AND THE BOARD OFFICE HANDLES MOST ALL OF THESE ISSUES, WHETHER IT BE EMERGENCY ORDERING, A LEAKING FAUCET, INTERNET ISSUES, ETC.