

LINN COUNTY CLASSIFICATION

TITLE: COMMISSIONERS' SENIOR ADMINISTRATIVE ASSISTANT
NUMBER: 016 **APPROVAL ORDER NUMBER: 2019-403**
PAY RANGE: 14 **DATE: JANUARY 21, 2020**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as office manager for the Commissioners' Office and as senior administrative assistant to the Commissioners and Administrative Officer; supervise office procedures and policies and coordinate activities as necessary with other County offices and other public agencies; relieve Commissioners and Administrative Officer of administrative detail; prepare Board of Commissioners' meeting agendas and minutes; manage the Linn County Transient Lodging Tax (TLT) program; and, prepare press releases as instructed by the Board.

SUPERVISION RECEIVED: Works under the general supervision of the Administrative Officer who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over the Commissioners' Administrative Assistant; gives input as a part of the management team regarding total personnel policies; participates in the selection of new personnel; provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, assign and review the work of staff and coordinate office work flow and activities.
2. Coordinate materials and agenda summaries; create and distribute the agenda for the weekly Board of Commissioners' meetings. Post agenda, agenda summary materials and approved Board minutes on the County webpage. Record, take notes and prepare Board meeting minutes for approval and distribution as required. Prepare and distribute library report. Work closely with Elected Officials and Department Heads.
3. Conduct assigned projects or special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the office. Prepare and publish press releases as directed by the Commissioners to include weekly media releases covering Board actions at Board meeting as required.
4. Interpret pertinent laws and County regulations to the public in person and through correspondence; resolve difficult problems referred by staff. May provide notary services to the public.
5. Confer with Commissioners and the Administrative Officer to develop plans, resolve difficult questions or to clarify policies.

6. Manage the personnel evaluation program for the Commissioners and Administrative Officer. Manage all new and amended job classifications. Manage outside agency leases/contracts. Manage the Transient Lodging Tax (TLT) program by keeping an update-to-date list of businesses, receiving and recording payments and providing a quarterly report of revenues to the Board.
7. Perform general secretarial work for the Commissioners and Administrative Officer including writing rough drafts, letters, memos and Board orders in accordance with standard policies; maintain records including Board committee appointments, etc.; devise new and update existing forms for all phases of work in the office.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Thorough knowledge of principles of office management; thorough knowledge of basic English composition, spelling, grammar and punctuation; considerable knowledge of departmental programs, practices and procedures. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position.

Skill in the operation of computers, transcribing equipment and other office equipment at an acceptable level of proficiency as required by the position.

Ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to plan, organize and effectively supervise the work of clerical staff; ability to conduct independent studies, to evaluate data and to prepare clear and concise reports; ability to exercise good judgment, courtesy and tact in public contacts and establish and maintain harmonious working relationships with other employees, public and private officials and with the public and ability to maintain the confidentiality of information.

EXPERIENCE, EDUCATION AND TRAINING: Four years of experience of a responsible nature in administrative, fiscal or legal office management work with supervision experience desirable; graduation from a community college with major coursework in or related to office management desirable or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Current notary public certificate desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.