

LINN COUNTY CLASSIFICATION

TITLE:	ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 3	APPROVAL ORDER
NUMBER:	048	NUMBER: 2000-426
PAY RANGE:	15	DATE: August 9, 2000
CATEGORY:	MANAGEMENT/EXEMPT	

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as office manager of major county office or department and as administrative assistant to the elected official or department head. May also serve as the program manager for a technical system. Supervise office, financial (budget, accounting and fiscal management) and personnel procedures and policies; coordinate activities as necessary within the office or department with other county offices and other public agencies; relieve elected official or department head of administrative detail.

SUPERVISION RECEIVED: Works under the general supervision of an elected official or department head who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned staff; gives input as a part of the management team regarding total office or departmental personnel policies; participates in the selection of new personnel, provides for training, evaluates performance, imposes discipline, 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 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 subordinate staff and coordinate work flow.
2. With direction from the elected official or department head, prepare the annual operating budget; maintain a record of expenditures and exercise expenditure controls over approved budget; prepare and submit vouchers for payment of monthly bills. Audit revenue and expenditure reports generated by the County Accounting Office. Submit corrections as needed.
3. Conduct special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the department.
4. Interpret pertinent laws and departmental regulations to the public in person and through correspondence; resolve difficult problems referred by subordinates.
5. Confer with department head to develop plans, resolve difficult questions or to clarify policies.
6. Manage new or existing technical systems as assigned.
7. Interview, select and provide for training of new assigned staff, provide for indoctrination of all new employees regarding county and departmental policies, procedures, etc.

8. Maintain office personnel files and attendance records; prepare personnel action forms; assign duties; evaluate work performance; meet individually with each employee regarding performance and future expectations; provide counselling and discipline when appropriate.
9. Perform general secretarial work for department head including writing letters and memos; transcribing from dictaphone, rough draft, etc.; devise new and update existing forms for all phases of work in the office. Approve limited materials and supplies purchases.
10. Assist in the preparation of grant program funding proposals; maintain approved grant fiscal records; prepare expenditure reports.
11. Assist in developing contracts with subcontract providers, monitor payments to subcontractors and review subcontractors' financial reports.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

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

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of departmental programs, practices and procedures; thorough knowledge and familiarity with local government budget and accounting procedures and practices; skill in maintaining effective public relations.

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 subordinates; ability to conduct independent studies and manage technical programs, to evaluate data and to prepare clear and concise reports; ability to establish and maintain harmonious working relationships with other employees and with the public.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in administrative, fiscal or legal office management work as required by the office or department to which assigned; and graduation from a community college with major coursework in or related to office or financial management; 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.

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.