

Black Hawk County
Job Description
Administrative Aide III

Position #: 01-13-011-01
Job Title: Administrative Aide III
Department: Board of Supervisors
Salary Level: 264/GS-14
FLSA Status: Non-exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision of the Finance Director, performs administrative and clerical work of considerable difficulty in support of the County Board of Supervisors and Finance Director. Exercises considerable judgment and discretion in daily contact with elected officials, department heads, and the general public. Serves as a confidential resource to the Board of Supervisors and Finance Director.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Provides administrative support to the Board of Supervisors and Finance Director which includes:
 - Preparing weekly board actions and meeting agendas, and drafting various motions and resolutions; may serve as a back-up to drafting and documenting meeting minutes.
 - Maintaining files of the various boards and commissions, including meeting agendas and minutes.
 - Preparing and publishing legal notices and other public notices and notarizing documents when necessary.
 - Scheduling public hearings and bid openings.
 - Coordinating codification of county ordinances.
 - Monitoring and ordering office supplies from approved sources.
 - Reviewing bills received to ensure accuracy and processing accounts payable claims for the Board Office.
 - Preparing and processing cash receipts for the Board Office.
- Assists Finance Director in preparation for annual audit and budget by gathering information, compiling reports and reviewing information for accuracy; assists in the preparation of monthly and quarterly financial reports and other projects as assigned.
- Assists the Finance Director with the annual renewal process for Property and Liability Insurance, includes reconciling fixed asset inventories with departments for appropriate insurance coverage.
- Maintains county-wide lists and databases for Board appointments, contracts and agreements, certificates of insurance and capital asset inventory in order to:
 - Anticipate and address county board/commission vacancies in a timely fashion and ensure appropriate Board action is taken to fill vacancies.
 - Communicate the need to extend, renew, or re-bid current contracts administered by the Board Office.
 - Request updated certificates of insurance from existing or new vendors performing services in agreement with the county.
 - Update electronic fixed asset system to add new assets purchased by departments, modify existing assets, or dispose assets that are no longer county property.
- Represents the county in a professional and courteous manner when in direct contact/interaction with the public, employees, department heads, and elected officials. Receives and addresses complaints, concerns or general correspondence from the general public, routes to appropriate departments and responds on behalf of the supervisors when directed.
- Responsible for creating and maintaining content for social media accounts representing the Board of Supervisors.
- Manages county credit card system including opening and closing accounts, addressing fraud-related issues, and distributing monthly statement.
- Oversees the county mail system and serves as the point of contact for any mail-related issues or concerns.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Administrative and functional supervision is received from the Finance Director; functional supervision is received from the Board of Supervisors.

SUPERVISION EXERCISED:

- No functional or administrative supervision is exercised.

QUALIFICATIONS:

- Associate's degree in Business or Accounting and/or Finance with 1-2 years of relevant work experience; or an equivalent combination of education, experience and training which provides the knowledge and abilities required.
- Demonstrated job-related experience in a governmental environment is preferred.
- Excellent written and verbal communication skills, organization skills and attention to detail are required.
- Must be proficient in computer software applications appropriate to assigned duties and responsibilities, including preparing written communications and documents in Microsoft Word, developing spreadsheets in Microsoft Excel, and researching information on the Internet.
- Knowledge of spreadsheets and accounting software preferred.
- Knowledge of Iowa Open Records Laws & Procedures.
- Ability to maintain confidentiality, high level of integrity and accountability.
- Ability to provide high level customer service and maintain professional working relations with employees, county officials, oversight agencies and professional partners, vendors and general public.
- Ability to prioritize work to meet established deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of a typical clerical office based position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms and near vision
- Position requires substantial interaction/communication with county officials and other employees as well as the general public and department affiliates.
- Position requires occasional exposure to stressful situations.