

BLACK HAWK COUNTY
JOB DESCRIPTION
Administrative Aide III

Position No: 10-09-011-01
Job Title: Administrative Aide III
Department: Building Maintenance
Salary Level: 264/GS14
FLSA Status: Non-Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Provides high-level administrative support to the Maintenance Superintendent by preparing reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, relaying information and scheduling calendars. Exercises considerable judgment and discretion as the Maintenance Department liaison with various county departments, contractors, vendors, media, and the general public. Assists with training and supervising Maintenance Department staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Prepares invoices, reports, memos, letters, contracts, financial statements and other documents.
- Assists Superintendent with project management responsibilities including cost estimates, bid solicitations, scheduling, prioritizing tasks, assigning work orders.
- Assists Superintendent in preparing budget requests for maintenance projects and budget performance indicated reports; maintains and assists with monitoring of department expenditures, budgeted or unbudgeted.
- Serves as Maintenance Department liaison with administration, department heads, employees, outside agencies and the general public; receives and tracks Code Enforcement requests.
- May serve as Public Information Officer for the County's Emergency Action Program; participates in the Emergency Action Planning Committee meetings, works with incident commanders throughout county facilities, communicates and maintains incident-related information.
- Coordinates issuing of county parking permits in accordance with the County Parking Lot Ordinance and enforcement procedures; provides off-site parking enforcement.
- Assists in overseeing County required permits, inspections and service contracts; maintains records of upcoming renewal dates and coordinates inspections with vendors; oversees the Maintenance Work Order program.
- Oversees safety audits and SDS program for the Maintenance Department.
- Provides supervisory assistance to Building Maintenance Superintendent with interviewing, selecting, coaching, evaluating and training.
- Assists in overseeing security access for county buildings.
- Maintains Black Hawk County Phone Listings, including emergency contact information.
- Maintains supply and equipment inventory relative to Building Maintenance functions.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Supervision is received from the Superintendent of Maintenance

SUPERVISION EXERCISED:

- Administrative and functional supervision is exercised over Maintenance staff.

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school and 2-3 years related experience; or equivalent combination of education and experience.
- Must have valid Iowa Driver's License and be insurable under County guidelines
- Previous experience in monitoring budgets and project management is preferred.
- Demonstrated job-related experience in a governmental environment is preferred.
- Ability to successfully complete required NIMS 700, ICS 100 and 200 training within first year of hire date.
- Excellent written and verbal communication and organizational skills are required.
- General knowledge of construction practices and terminology is preferred.
- Ability to create and maintain good working relationships with county employees, customers, outside agencies, and members of the general public
- Must be proficient in computer software applications.

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 this job. 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.

- Work is performed primarily indoors and requires frequent interaction with staff, vendors, outside agencies, and members of the general public.
- Position requires frequent use of computers, copies, printers, fax machines, and phones.