

**HALL COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant
DEPARTMENT: Highway/Public Works Department
REPORTS TO: Highway Superintendent/Public Works Director
REVISION DATE: 09-28-2021

General Purpose

This position shall be responsible for assisting with the daily activities of the Highway Superintendent and Public Works Department office and providing direct administrative assistance to the Highway Superintendent/Public Works Director.

Essential Functions

Work includes gathering and analyzing information for the preparation and distribution of reports; compiling and calculating statistical data to prepare and monitor the department's annual budget; assisting the Highway Superintendent/Public Works Director with routine administrative duties.

Work also involves interpreting and communicating department rules and policies; coordinating and completing departmental personnel, payroll, and records functions.

Work responsibilities require considerable initiative and independent judgement at the discretion of the Highway Superintendent/Public Works Director.

Cross-train with other clerical staff.

Examples of Work Performed

Assist the Highway Superintendent/Public Works Director with designated duties related to primary office operations; supervising clerical and accounting functions in support of administration and County Board functions.

Compile and calculate statistical data to prepare for the annual budget; assist in the preparation of the 1 & 6 year Road Plan and related documents; complete a variety of departmental service forms and documents; coordinate the compilation of data; conduct analyses and prepare scheduled/requested reports; balance accounts and monitor department invoices, expenditures, and vouchers; and maintain departmental records and files.

Analyze administrative problems and recommend/develop improved policies, procedures, and forms in order to improve departmental efficiency and operation; review and answer questions from co-workers and the public; provide information as requested to other agencies, government officials, clients, departmental personnel and the general public.

Perform payroll duties including maintaining employee time records and leave time records. Track compensatory time; perform personnel functions which may include interviewing and/or testing applicants, orienting, and training.

As directed by the Highway Superintendent/Public Works Director: assist in the preparation of informational materials related to departmental functions; coordinate and complete federal grant applications; monitor contracts; conduct research for special projects; coordinate and schedule departmental events.

Receive, review, and process applications for over-dimensional permits. Receive and process applications for driveway, overweight, and ROW occupancy permits.

Assist the Public Works Director involved in labor negotiations and maintain confidentiality of such work.

Other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough understanding of the Nebraska Department of Transportation requirements regarding project and operational record keeping and reporting using job and cost accounting software.

Considerable knowledge of Local, State, and Federal regulations governing the operation, practices and procedures relevant to the department's mission and goals.

Considerable knowledge of the basic principles of accounting, financial record keeping, and office policies and procedures.

Considerable skills in the application of computer software and hardware in office setting.

Knowledge and understanding of fact gathering, mathematical computations, and report writing. Ability to efficiently prioritize and complete work within designated timelines.

Ability to establish and maintain effective working relationships with governmental officials, other employees, and the general public under varied circumstances.

Ability to communicate effectively, in English, both orally and in writing.

Ability to lift at least 30 pounds.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by course work in general management, public or business administration or related field, and experience in a responsible administrative or supervisory capacity or any equivalent combination of training and experience which provide the desirable knowledge, abilities, and skills.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in general management, public or business administration or related field and considerable experience in a responsible administrative or supervisory capacity.

ADDITIONAL SPECIAL REQUIREMENTS

Possess and maintain valid State of Nebraska Driver's License.

Ability to obtain and maintain Nebraska Notary Public appointment.