

BEE COUNTY POSITION DESCRIPTION

TITLE: ROAD & BRIDGE ADMINISTRATIVE ASSISTANT.

DEPARTMENT: ROAD & BRIDGE JOB CODE – NON-EXEMPT

SUMMARY OF POSITION

Performs administrative work. Provide administrative support to the department and staff. Work with minimal instruction or supervision, essential to operate independent status.

SUPERVISION RECEIVED:

Work under the direct supervision of the Road Administrator. Has constant contact with other employees, departments, and the general public.

ESSENTIAL DUTIES:

- Complete administrative functions within department including answering the telephone, assisting the public, taking road complaints and work orders, handling a 2-way radio for department, calling out emergencies and taking messages for personnel.
- Works with the public or internal County staff by responding to inquiries, explaining processes, completing paperwork and resolving issues.
- Establishes and maintains manual and/or computerized office files and records including personnel files, caliche load records, community service program records, collection center records, county roads records/projects, contracts and historical records.
- Schedule appointments, meetings, and make travel arrangements as necessary.
- Proofread material and verify information for accuracy and completeness, make corrections as necessary.
- Develop drafts and final copies of reports, correspondence or narrative materials from monthly activity reports for caliche loads, roads paved, state grants, culverts installed and all work performed by road and bridge department.
- Assist in the collection and organization of budget information from staff; monitor assigned budget line item; provide status reports as required.
- Track, enter, and update data on computer regarding collection center operations; make routine adjustments to entries.
- Ensure confidence and confidentiality with office communications.
- Maintain routine account information, accounts payable and receivable accounts, handles funds collected from county collect centers, verifies amount collected, and delivers money to County Auditor's office as required.
- Perform a variety of related fiscal duties, billing, coding, initiating purchase orders/check requests and preparing deposits of funds received to appropriate department.
- Preparation of payroll reports and maintains vacation and sick leave records of employees.
- Assist in the department purchasing, bidding, and contract coordination.
- Adhere to safe work practices and procedures.
- Perform other related duties as required.

Other Important Duties

Solicit bids for fuel orders, select appropriate vendor based on price and delivery time, and receive if needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: correct business English, spelling, punctuation, and arithmetic.

Skill/Ability to: operate a computer using standard word processing software; operate modern office equipment including electric typewriter, calculator, mobile radio, copy/fax machine, establish and maintain effective working relationships with co-workers and employees in other departments; understand and follow oral and written instructions, requesting clarification when needed.

ACCEPTABLE EDUCATION OR EXPERIENCE:

High school graduation, or its equivalent, with course work in general office procedures and business practices. Associate's Degree preferred.

WORK ENVIRONMENT:

Bee County Road & Bridge department maintains a drug free and alcohol free environment in the work place. All new employees will be drug tested. On call for 24/7.