

ALPENA COUNTY
ADMINISTRATIVE ASSISTANT
FOR BOARD OF COMMISSIONERS AND EXECUTIVE MANAGER

STATUS: Non-Exempt, Non-Union Hourly Position

This position is nonexempt and is paid on an hourly basis; 40 hours per week.

General Summary:

Under the supervision of the Executive Manager for the Board of Commissioners, the Administrative Assistant works in the County Commissioner's Office. Responsible for supporting Executive Manager and County Commissioners as directed. Ensures the efficient day-to-day operation of the office.

Essential Functions:

1. Administrative and clerical support, including but not limited to, scheduling, writing correspondence, emailing, handling visitors, routing callers and answering their requests.
2. Prepares confidential and sensitive documents, agendas for meetings, statistical reports, spreadsheets and budget reports. Also handles travel arrangements and reservations for Executive Manager and Commissioners.
3. Operates office equipment, such as photocopy machine, scanner, fax, and computer and is proficient in MS Office, Word, WordPerfect and Excel programs.
4. Coordinates committees, schedules conference rooms, notifies members of both meeting cancellations and new meetings. Assists with grant approval process.
5. Maintains and files hard copies of documents and electronic filing system. Responsible for keeping indexes and managing the filing systems.
6. Assists with maintaining Alpena County's liability and property insurance records and keeps official records of all minutes and contracts/grants/leases/agreements. Responsible for making sure contracts/grants/leases/agreements are up to date, have legal department review and maintain current insurance requirements.
7. Acts as an Assistant Freedom of Information Act Coordinator. Responsible for preparing responses or referring requests for Freedom of Information Act requests. Consults with the Executive Manager on requests.
8. Assists Executive Manager and Commissioners with special projects which may include research and/or obtaining dates and reports from other entities.
9. Upon request, takes minutes of meetings and transcribes meeting notes, including preparation of minutes for designated Committees.
10. Coordinates the maintenance of office equipment and supplies.
11. Has the ability to communicate effectively both verbally and in writing, and to multitask and prioritize.

12. Works in coordination with the Board Secretary position. May work with the Public Conservator and the Home Improvement Director in the future to learn their computer programs and assist their operations.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Associate's Degree or some college courses.

Experience: Minimum 3 years of progressively more responsible secretarial/administrative experience in areas such as word processing or office management.

Personal

Characteristics: Competence in ethical behavior, relationship building, teamwork, problem identification and solving, organization, decision-making and communication, and understanding of strict confidentiality rules.

Other: Valid Michigan driver's license.
Pass extensive background check.

Hours of Work: 40+ hours per week. Must be able to vary schedule when necessary - may include evenings and/or weekend meetings and other projects as necessary.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements and Working Conditions:

- Ability to access departmental files (current and past).
- Ability to enter and retrieve information from computers.
- Ability to access meeting rooms of Board of Commissioners.
- Ability to operate office equipment.
- Ability to spend long hours sitting and using office equipment and some light lifting of supplies and materials from time to time.
- Ability to work in busy office environment and complete tasks within tight deadlines.
- Ability to travel to various meeting sites.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the aforementioned requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____

Date _____