

REPOST



Job Title:	Administrative Assistant, Senior	Job Requisition#:	2k16-09-44
Department:	Treasurer's Office	Status:	Classified
Revised Date:	9/1/2011	Job Code:	950
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	12-07-2016	Entry Wage:	\$34,379 - \$38,676 Annually
Last Day to apply:	Open Until Filled		M-F 8:00 a.m. – 5:00 p.m.

GENERAL PURPOSE: Under general supervision, provides the full range of comprehensive and complex administrative office support work to an executive or director of a department or similar level, requiring the application of specialized technical/administrative knowledge and the exercise of initiative, independent judgment and decision making. It is distinguished from the Administrative Assistant in that the major duties performed are more administrative in nature and secretarial/clerical duties may be performed less frequently with notable accountability for the work results; and positions generally spend more time performing and/or coordinating administrative support functions such as serving as liaison with regard to programs, policies, procedures, and assigned functions for the department; coordinating directors schedules and meeting calendars; coordinating department's process flow; coordinating departmental budget development and budget reporting; coordinating purchasing and financial issues and contracts; making process improvement decisions, and at times, taking the lead role on assigned projects; coordinating communications with other County departments and outside agencies on behalf of the director and/or the department; coordinating department status reports; coordinating personnel processes for the department; and performing other administrative support duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree in Office Management, Business, Finance/Accounting, or related field and five years of experience providing administrative/technical support functions for a director or similar level in a large department or organization that includes coordinating complex administrative support functions such as budget/procurement/inventory administration, grant and contract coordination, and facilitation and coordination of special projects and assignments; preferably in a public sector setting; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- None; some positions may require specific certifications and licenses within a specified time period after hire.

SUPERVISION RECEIVED AND EXERCISED:

Supervisor varies by position and this position may exercise supervision over lower level staff or assigned administrative functions or projects.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In area of assignment:

JOB DESCRIPTION

Administrative Assistant, Senior

- Coordinates, and reviews the work of assigned staff; coaches, trains and motivates assigned staff; coordinates and/or provides staff training; and manages the workflow and prioritization of assigned projects and measures the performance of the assigned unit/area and all related staff. Serves as first point of contact between the department/program and external entities; receives inquiries and complaints from a variety of sources; provides information and assistance including responding to sensitive requests for information and assistance; gathers information and prepares letters, reports or memoranda in response to complex or general issues; prepares reports and supporting documentation on issues external to the department or issues having a high impact on the department and County; collects and compiles statistical, financial and other information for a variety of reports.
- Performs and/or coordinates administrative/technical duties for or on behalf of an executive or director or other similar level position within the department; researches and composes documents and/or correspondence for review/signature; prepares selected correspondence, manuals, reports as directed; reviews and checks documents and records for accuracy, completeness, and conformance with applicable rules and regulations; prepares and/or assists in the preparation of agendas, notices, minutes, announcements, applications, resolutions and other documents; prepares director for meetings by ensuring they have support materials needed for each meeting; provides calendar printout of daily meeting schedule; and coordinates all meeting logistics, car reservations, directions, room reservations, equipment, beverages and meals.
- Performs administrative support duties such as maintaining meeting calendars; sorting and distributing department and department head/directors mail as appropriate; taking and transcribing minutes for meetings; coordinating and monitoring defined projects and activities within department, and recommends actions and modifications as appropriate; maintains and coordinates records of departmental expenditures; assists in preparation of department budget estimates; collects and compiles statistical, financial and other information for special or periodic reports; manages departmental contract processes and proactively advises director of contract deadlines; initiates and troubleshoots invoice payments and change orders, as well as processing county-wide dues/memberships and financial troubleshooting.
- Ensures department administrative functions run smoothly; provides direct support to director's office activities and functions, as well as assistance to staff when needed; operates a variety of office equipment; acts as contact for all business machine issues; utilizes various computer applications and software packages; oversees the ordering of supplies and stocking of department; updates and maintains databases; performs special assignments to include research, gathering records for public disclosure; manages project deadlines, files and information; serves as liaison for outside counsel for information gathering; coordinates and assists with a variety of department personnel related functions including coordinating personnel process for the department, handling confidential employee information, and ensures new employees have the equipment, software, supplies and basic information needed; provides basic training to new department support staff; coordinates staff travel including completion of any travel preauthorization forms and travel expense claims; manages the department's/director's office organization and filing, which includes highly sensitive files; ensures compliance with records management policies and procedures; and plans and organizes department events.
- Oversees the operation of the department office and makes recommendations for efficiencies; maintains complex filing systems; monitors effectiveness of current office procedures and determines the need to change procedures to meet department goals/needs; writes office management procedures; provides guidance to support staff including training, assigning work and monitoring performance; and coordinates department office space planning ensuring space is available when needed for employees, consultants and auditors.
- Provides support to the Director and others as assigned; serves on a variety of committees as assigned; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Agency policies and procedures, rules and regulations.
- Acts as liaison between department and human resources; maintains effective communications with HR department as required to ensure departmental compliance with County policies, procedures and other statutes or regulations.

JOB DESCRIPTION

Administrative Assistant, Senior

Required Knowledge of:

- Operational characteristics, services, and activities of assigned functions, programs, and departmental operations.
- Work organization and office management principles and practices.
- Processes, procedures, and practices of budget preparation and administration.
- Composing various professional correspondence and documents including contracts, MOU's, RFQ's, RFP's, and other professional documentation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Customer service and public relations methods and techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- Basics principles and practices used in establishing and maintaining files and information retrieval systems.
- Communication techniques and strategies to facilitate responding to inquiries and routing calls and customers to the appropriate staff member.
- Administrative practices for office management.
- Bookkeeping practices and accounting principles and practices.
- Mathematical principles.
- Methods and techniques of proper phone etiquette.
- Advanced principles of business letter and report writing.
- Principles and procedures of record keeping.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

Required Skill in:

- Understanding the County operations and assigned department/program area sufficient to assume assigned responsibilities.
- Effectively representing the department or program area.
- Demonstrating a positive customer service orientation with both internal and external clients.
- Performing responsible and difficult administrative/technical support duties involving the use of independent judgment and personal initiative and resourcefulness.
- Handling sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Preparing, administering, and monitoring departmental and grant related program budgets.
- Administering program funding and contracts including financial bookkeeping, setting up budgets, writing scopes of projects, and preparing project timelines.
- Researching, compiling, analyzing, and interpreting complex or complicated data.
- Preparing clear, concise reports, correspondence and memoranda.
- Implementing and maintaining filing systems.
- Typing and entering data, taking and transcribing dictation at a speed necessary for successful job performance.
- Planning and organizing work to meet changing priorities and deadlines.
- Applying appropriate oral and written communication techniques to various individuals.
- Working cooperatively with other departments, Agency officials, and outside agencies.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations as it pertains to assigned area.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.

JOB DESCRIPTION
Administrative Assistant, Senior

Physical Demands / Work Environment:

- Work is performed in a standard office environment.



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date