

Emmons County Job Description

Job Title: Administrative Officer II
Reports To: Highway Superintendent
FLSA Status: Non-Exempt
Department: Highway

Summary: Aids Director/Superintendent in staff capacity by analyzing and coordinating office services such as personnel, budget preparation and control, fiscal affairs, equipment utilization, records control, and special management studies.

Duties and Responsibilities include the following. Other duties may be assigned.

- Interpret and carry out administrative directions relating to the financial and business operations of the department. Handle all financial transactions.
- Plan and develop departmental budget; monitor budgets for expenditure and revenue levels; prepare and maintain accounting records, reports, and financial statements.
- Participate in planning departmental goals and objectives.
- Coordinate personnel administration functions for the department.
- Develop, implement, and maintain the department's forms and records management programs.
- Oversee implementation and maintenance of automated record keeping systems.
- Manage the procurement of supplies and equipment.
- Provide interpretation of departmental policies, procedures, and programs.
- Provide information and assistance to political subdivision, staff and the general public regarding departmental issues.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively.

Quality Management - Demonstrates accuracy and thoroughness.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Adaptability - Manages competing demands; Able to deal with frequent change, delays, or

unexpected events.

Innovation - Meets challenges with resourcefulness.

Judgment - Exhibits sound and accurate judgment.

Planning/Organizing - Uses time efficiently.

Professionalism - Reacts well under pressure.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Requires five years of duties at a level of responsibility that would prepare an individual to perform the position's function. Associate's degree (A. A.) or equivalent from two-year college or technical school, or college-level course work in business administration, or a field directly related to the work to be performed and specified by the department, may be substituted for the required work experience on a year-for-year basis. The department will specify the nature of qualifying work experience at the time of recruitment.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to analyze circumstances to modify appropriate procedure to use is necessary.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software. Ability to use internet and email.

Certificates and Licenses:

No certifications needed

Work Environment:

The work environment characteristics described here 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.

Physical environment consists of office work in normal office conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Frequent use of PC keyboard and monitor.

Occasional travel required.

This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.

Employee Signature

Date