

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: June 2017

JOB TITLE: Administrative Specialist

DEPARTMENT: Administration

FLSA: Non-Exempt

REPORTS TO: Director of Admin./Engineering **Category:** Non-Essential

SUMMARY OF RESPONSIBILITIES

In a small office environment, the Administrative Specialist will perform higher level office duties and provide specialized support for the Administration Department. Serves as Secretary for the Board of Directors, provides administrative support for Human Resources and Procurement, and assists other staff as needed. The following is representative of the duties but not all inclusive of the job requirements.

ESSENTIAL JOB FUNCTIONS

Office Management

1. Provide organizational expertise and direction for filing
2. Develop and implement file retention policy
3. Administer office credit cards, checkbook, and petty cash
4. Responsible for office organization and cleanliness
5. Perform duties of the Sr. Office Technician as needed
 - a. Office visits and phone calls
 - b. Log and distribute plans/permits/mail/etc.
 - c. Document/report preparation and data entry
 - d. Oversee professional memberships

Serve as the Secretary to the Augusta County Service Authority Board of Directors

1. Communicate directly with the Board of Directors for scheduling meetings
2. Support executive management in preparation of agenda and informational packets for Board of Directors Meetings
3. Maintain a working knowledge of legal requirements and rules of order for public meetings
4. Ensure proper advertisement of legal notices for all meetings
5. Maintain and publish official meeting minutes

Human Resources Support

1. Prepare and post job advertisements
2. Schedule interviews
3. Assist with personnel records management
4. Assist with employee orientation

5. Assist with Personnel Policy Manual updates, formatting, and distribution
6. Various administrative duties as needed
7. Prepare employee newsletter and safety bulletin

Procurement Support

1. Open and maintain procurement files
2. Post requests for proposals and invitations to bid
3. Receive and stamp bids
4. Oversee execution process for contracts and renewals

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. Ability to read, write, and speak English to the extent necessary to efficiently perform essential duties. This includes proper grammar, accurate spelling, and punctuation.
2. Business, Administrative Assistant, or similar degree preferred with 5 or more years of experience. Equivalent experience or a combination of education and experience may be considered.
3. Must have exceptional organizational skills, attention to detail, and extensive knowledge and experience with standard office practices, office procedures, and operation of office equipment. Must also be able to perform basic math and type accurately at a professional rate of speed.
4. Must exhibit a positive attitude, tact, and good judgment to effectively work with the public, customers, vendors, and co-workers.
5. Ability to perform multiple tasks at the same time.
6. Must possess and demonstrate the ability to deal with confidential and privileged information.
7. Must be able to work independently with a minimum of supervision.
8. Must be proficient in the use of Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
9. Must possess a valid Virginia Driver's License.

WORKING CONDITIONS

1. Work is performed in a typical office environment. Continuous sitting with occasional standing, walking, pushing, pulling, twisting, stooping, bending, kneeling, reaching, and driving are required. Repetitive movement using keyboard and office equipment is involved.
2. Minimal lifting is required (e.g. a 20 pound box of paper).
3. Occasional weekday overtime may be required.
4. Maintain work area and equipment in a clean and orderly manner.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review

SAFETY REGULATIONS AND HAZARDS

Must observe all ACSA safety rules and regulations (lifting safety, wearing seat belts, awareness of slip, trip, and fall hazards, etc.).

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____