



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Assistant</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	<small>(Please check one)</small>	
REPORTS TO: <u>Director, Emergency Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>07/2019</u>
DEPARTMENT: <u>Emergency Management</u>	JOB CODE: <u>600</u>	

SUMMARY:

With general supervision, provides secretarial and administrative support for the Emergency Management department, including customer service, purchasing, scheduling, and record keeping for the Department.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides administrative support for the operations in the building; answers phones and responds to inquiries as appropriate; provides customer assistance; schedules meetings, appointments, conference rooms, and tours; prepares correspondence and reports; maintains files and records.

Purchases supplies and services; greets public, in charge of badges, access control, and new employee badges. Researches vendors and private contractors for facility. Collects and distributes incoming mail; sends and receives faxes, makes copies.

Attends meetings and records information; distributes minutes to participants; follows up to provide information and coordinate further action; maintains communication throughout the facility. Attends required FEMA/Homeland Security classroom training, including all EMPG courses. Successfully completes all required computer-based FEMA training within established timelines.

During an activation, could be required to work a 12-hour shift or more due to an emergency.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

1. Basic knowledge of standard office practices, record keeping, office equipment, and computer software.
2. Basic knowledge of County departments and operations.
3. Basic knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling, and reviewing work.
5. Skill in the use of a personal computer.
6. Advanced skill in establishing and maintain cooperative working relationships with other employees and departments.

WORK ENVIRONMENT:

This job operates in a professional office environment. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.