POSITION DESCRIPTION

Administrative Assistant

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

Title: Administrative Assistant

Department/Division: County Administration
Supervised by: Assistant County Administrator/ Community and Economic Development

Nature of Work:

• Performs responsible, confidential and advanced administrative support and public relations work for the Office of Assistant County Administrator/ Community and Economic Development and for the Administrative Supervisor.

Primary Duties:

• Works within a team environment to assure that the County Administrator's Office is covered at all times.

• Answers telephone and greets visitors; ascertains nature of the call, answers questions or refers the inquiry to the appropriate person or department.

• Provides administrative support to the Administrative Supervisor including helping with the preparation for twice-monthly Board of Supervisors Meetings, and other tasks as directed.

• Provides administrative assistance to include general correspondence, conducting research, compiling data and preparing reports and presentations.

• Schedules meetings and coordinates travel arrangements and accommodation for the Assistant County Administrator.

• Develops and maintains a database for county mailings, email distribution, existing industry, available site and buildings.

• Makes initial contact and follows-up with mail and electronic inquiries by potential and maturing prospects through the development of a computerized prospect tracking system and produces customized reports.

• Develops and maintains an existing industry visitation schedule.

• Compiles and maintains current demographic information for the county.

• Assists with coordinating special meetings and events, press conferences, groundbreakings and industry announcement ceremonies.

• Writes, coordinates, and assures timely printing and publication of various printed and electronic publications including press releases, newsletters, and the county's annual report.

• Researches, recommends and implements appropriate communications strategies for marketing Washington County and promoting activities, programs and accomplishments of all Departments of the Administrative Division.

• Works with the County IS department to update and maintain economic development related portions of the website.

• Assists with the creation and maintenance of departmental budgets, tracks expenditures and creates reports.

• Processes and tracks routine invoices, statements, encumbrances and departmental capital projects in conjunction with the Department of Accounting.

• Practices continuous learning through individual study, classroom training, seminars, and conferences.

Job Preparation Needed:

• Demonstrated ability to maintain confidentiality.

• Demonstrated ability to courteously and effectively work with staff and public.

• Demonstrated ability to gather, analyze, interpret and report research findings.

• Demonstrated ability to communicate orally and in writing sufficiently to express ideas and thoughts clearly, concisely, effectively and creatively.

• Demonstrated ability to prioritize, organize, and perform work independently.

• Proficiency with data processing, database and graphic design software including: Microsoft Word, Excel, Power Point, Outlook, Microsoft Front Page, and Adobe Pagemaker.

• Experience with preparing news releases, promotional brochures, and utilizing various forms of social media to promote public awareness.

• Requires Associates Degree in office management, secretarial science, public relations, mass communications or related field and considerable experience in administrative support work; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

Job Location and Conditions:

• Work is performed primarily in the office setting at the Washington County Administrative Office.

• Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

• May be required to report to work after or before regular business hours and during emergency conditions.

Post-Hire Requirements:

• Periodic Driving record check.

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals in this position must be able to perform all essential job functions unaided or with reasonable accommodations:

I. Mental Abilities:

• Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions, and to make decisions in accordance with established procedures and policies.

II. Verbal Abilities:

• Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, general public, vendors, supervisors and/or with other employees.

• Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.

• Reading (ability to read and understand text): Must have ability to read.

III. Numerical:

• Must have ability to mentally perform accurate two digit calculations; accurate calculations aided by a calculator and adding machine or measuring devices.

IV. Spatial Abilities:

• Not an essential function.

V. Manual Dexterity

• Must have ability to use telephone, calculator, copy machine, fax machine, and manipulate computer keyboard and mouse, digital camera, video recorder, and smart phone.

VI. **Finger Dexterity**

• Must have ability to use telephone, calculator, copy machine, fax machine, and manipulate computer keyboard and mouse, digital camera, video recorder, and smart phone.

VII. Physical Demands:

• Strength: Not essential function

• Climbing: Must have ability to climb one flight of stairs, twenty to thirty steps

• Standing, sitting, walking and running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running not considered essential to job function.

• Stooping, kneeling, crouching, and/or crawling: Not essential function.

• Reaching, handling, fingering, and/or feeling: Must have ability to handle papers, files, and work adding machine.

• Seeing: Must have ability to focus, and peripheral vision.

VIII. Driving:

• Must have a valid driver's licence and the ability to drive an automatic transmission car.

Salary Range: $25,000 - $30,000, DoQ, DoE with benefits.

Washington County is an Equal Opportunity Employer.