

## **GORDON COUNTY, GEORGIA**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**REPORTS TO: PUBLIC WORK DIRECTOR/PROJECT  
MANAGER/OFFICE TECHNOLOGY MANAGER**

**DEPARTMENT: PUBLIC WORKS**

### **JOB SUMMARY:**

This position is responsible for answering all correspondence coming to the Road Department. To serve as the first line of communication between the public and the road department. Assist in procurement by securing prices and purchase orders for all parts needed for equipment and vehicles used in the daily operation of the Road Department. Responsible for computer inventory as well as manual inventory of parts and supplies. Assists in grant applications and record keeping for the Department of Transportation and other government agencies. Keeps time cards and request for leave forms and turns in payroll time and reports to the Human Resources Department.

### **JOB RESPONSIBILITIES:**

Responsible for typing all correspondences from the Road Department.

Assists Public Works Director, Project Manager and Office Technology Manger in preparation of grant applications and associated record keeping.

Preparing and updating road and project lists.

Answering telephone calls and taking phone messages.

Services as first line of communication between the public and the road department, taking telephone complaints.

Responsible for securing verbal or written quotes for purchase in accordance with the Gordon County Purchasing Policy.

Responsible for keeping records on inventory and vehicle and equipment maintenance and notifies shop when schedule maintenance is due.

Responsible for exercising good judgment in purchasing parts and small equipment.

Calculation of time cards and turning time sheets in to Human Resources Department.

Sale of chert and fill dirt and associated record keeping.

Receives accident reports from supervisors on workers' compensation injuries and contact Human Resources with information.

Responsible for writing receipts for pipe and installation fees, and calculation of sales tax and associated record keeping.

Responsible for balancing cash receipts and turning in to Finance Department on a monthly basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work effectively as a team member to provide excellence in customer service to the citizens of Gordon County.

Ability to read and comprehend instructional manuals.

Ability to perform at a minimum, math functions on a high school level and know basis bookkeeping and accounting procedures.

Knowledge of willingness to become knowledgeable in ordinances related to the nature of the work.

Ability to operate basic office equipment and accurately type a minimum of 40 to 45 wpm.

Good communication skills, both verbal and written.

Keyboard and computer literate and knowledge of basic word processing and spreadsheet software.

Ability to development and maintain good working relationship with administrative departments within the county. Including but not limited to, County Administrator's Office, Finance and Accounting Department, Human Resources and Purchasing.

**MINIMUM EDUCATION REQUIREMENTS:**

High School Diploma or Equivalency.

Minimum of three years of experience working in a clerical setting.

**PREFERRED EDUCATION REQUIREMENTS:**

Associate Degree in Business or Secretarial Science.

**LICENSES AND CERTIFICATIONS:**

Valid Georgia Drivers License.

**WORK ENVIRONMENT:**

The bulk of duties are performed indoors in an office setting.

Fieldwork is performed in a variety of settings, indoors and out with possible exposure to inclement weather and adverse environmental conditions. In the shop and maintenance area employee may be exposed to extreme temperature changes, dust, fumes, water and chemicals.

**PHYSICAL REQUIREMENTS:**

The duties may require the employee to alternate sitting and standing for long periods of time. May require sitting at computer terminal for long periods. May require the employee to perform bending and twisting motions.

Ability to lift weights of up to 20 pounds, (paper, supplies, etc).

**NO ATTEMPT HAS BEEN MADE TO BE EXHAUSTIVE IN THIS LISTING, OTHER DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED AS DEEMED NECESSARY BY THE DEPARTMENT HEAD OR THE COUNTY ADMINISTRATOR. (THIS JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME AS DUTIES AND POLICIES AND ORDINANCES CHANGE.)**