

NEWAYGO COUNTY ROAD COMMISSION
ADMINISTRATIVE ASSISTANT

General Summary:

Under the general supervision of the Office Manager/Clerk, performs a variety of secretarial duties, preparing agendas for meetings, typing, filing, answering telephone and greeting visitors. Serves the general public by responding to requests for service. Relieves supervisors of clerical work and technical duties which require knowledge of Road Commission of Newaygo County functions, rules, regulations and policies.

Responsibilities and Essential Duties and Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

- Answers telephone and greets visitors, answers questions when possible, providing limited policy interpretations
- Post public notices of meetings and advertise upcoming construction projects
- Performs special projects and assignments as requested by the Managing Director, Office Manager, Operations Manager, Construction Supervisor or Foremen
- Assists in the administration of the office by becoming knowledgeable of the Payroll Clerk/Accounts Payable and assisting him/her when needed in order to contribute to the effectiveness and efficiency of the Road Commission
- Research related to plats, road abandonment, road decertification, and public or private roads
- Coordinate the bid process for vehicles, paving and construction by typing specifications and notices, advertising, organizing files, distributing material to potential bidders and retaining sealed bids to ensure an organized and efficient decision-making process
- Assists with preparing county driveway, utility, moving and annual permits, typing and mailing notices of road abandonment, and coordinating the use of vehicle fuel cards
- Update Facebook daily with daily schedule and post project information/pictures
- Responds to requests and comments on Facebook
- Maintain office supply inventory

Job Qualifications:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- High School Diploma or the equivalent with additional training in office management, secretarial studies or related field. Associates degree or the equivalent in executive secretary studies preferred.
- Must have excellent typing, communication and letter composition skills.
- Ability to operate computer and office machines.
- Ability to exercise a positive and cooperative attitude and be cordial and helpful to the public.
- Ability to report to work regularly and on time.
- Ability to display a high degree of discretion, prudence and confidentiality.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Other duties will be assigned, as management deems necessary subject to any existing employer-employee working agreement.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, email or in person, and move around the office.