

# MEDINA COUNTY COMMISSIONERS

## Job Description ADMINISTRATIVE ASSISTANT TRANSIT



### SUMMARY

Provides administrative and secretarial support for the Director of Transit. Researches potential funding sources and develops funding requests. Types, files schedules, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating mailings, working on special projects. Answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload, recommends changes in office practices or procedures.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Responsible for general secretarial support; Establishes, develops, maintains and updates filing system; Enters and maintains data in proprietary spreadsheet and database programs; Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc.; Proofreads and corrects correspondence for accuracy and clarity of final copy; Organizes and prioritizes large volumes of information and calls; Handles confidential and non-routine information. Takes messages or fields/answers all-routine and non-routine questions from agencies and customers; Acts as a liaison between Transit Department and outside agencies.  
**Time spent: 30%**
- II. Generates and assembles operational reports; Enters data necessary for generating vouchers for accounts payable; Assembles weekly billing pages; Creates monthly account receivable invoices and related reports; Bills agencies; Posts and tracks accounts receivable; Produces monthly budget reports; **Time spent: 30%**
- III. Researches potential funding sources and develops funding requests. Prepares and files grant applications to ensure the funding of various programs. Initiates and coordinates actions in preparing and writing of grants from various funding sources. Disseminates information to appropriate staff as it relates to upcoming funding opportunities. **Time spent: 30%**
- IV. Works independently and under general supervision on special nonrecurring and ongoing projects which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures; researches state and federal funding programs related to fiscally supporting Transit services; Communicates decisions and directives to Transit staff as necessary. **Time spent: 5%**
- V. Attends required in-service County programs; Participates in continuing education activities; Performs other duties as assigned. **Time spent: 5%**

Class #: 63121C Class Title: Administrative Assistant I Position Control #:10475.0 Normal Working Hrs : Fr 8 am to 4:30 pm

County of Employment: Medina Working Title: Administrative Assistant Pos # & Title of Supervisor: 10208.0, Director

**Class Title / Position Number of Position(s) Supervised:**

**None**

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	(1) Requires knowledge of business practices and procedures, including working from detailed instructions, to apply knowledge in a variety of practical situations objectives by facilitating the direct provision of services to the public; (2) Knowledge of modern principles and practices of public or business administration; (3) Knowledge of the functions, operations and structure of County government; (4) Some knowledge of the standard practices in the fields of personnel management, budgeting and accounting;	Enters and maintains data in spreadsheet and database programs.  Prepares and files grant applications to ensure the funding of various programs  Acts as a liaison between Transit Department and outside agencies.  Answer non-routine correspondence.  Coordinate actions preparing grants from various funding sources.
Skills:	(5) Recommend routine changes in operating procedures; (6) Retrieve, compile and report data according to established procedures; (7) Develop formats and procedures for special applications; (8) Establish facts to draw daily operational conclusions, or to solve practical problems; (9) Provide alternative solutions where only limited standardization exists; (10) Operate complex office equipment/software programs;	Provide administrative and secretarial support.  Type, file, record financials, payroll, coordinate meetings, obtain supplies, prepare mailings, work on special projects.  Assemble confidential and sensitive information.  Research potential funding sources, develop funding requests.  Take messages or field/answers routine and non-routine questions from agencies and customers.
Ability:	(11) Summarize data, prepares reports and make recommendations based on findings which contribute to solving problems and achieving work objectives; (12) Present information for use by administrative-level managers in making decisions; (13) Ability to establish and maintain harmonious working relationships with administrative officials, other employees and the general public.; (14) Plan and organize work; (15) Ability to conduct studies and analyses contributing to effectiveness and efficiency of operations; (16) Ability to speak and write effectively; (17) Ability to understand and carry out complex written or oral instructions; (18) Ability to follow instructions; (19) Ability to prepare complex written reports	Deal with diverse group of external callers and internal contacts at all levels of the organization.  Generate and assemble operational reports, agency billing.  Create monthly account receivable invoices and related reports; Post and tracks accounts receivable; Produce monthly budget reports.  Preparing grants.

## QUALIFICATIONS

- 1) High school diploma or equivalent.
- 2) Valid Ohio Drivers license with insurance coverage.
- 3) Knowledge of secretarial and office administrative procedures and operation of standard office equipment at a level generally acquired through a minimum of 5 years related experience.
- 4) Excellent command of the English language.
- 5) Hands-on experience with a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- 6) High degree of interpersonal skills to handle sensitive and confidential situations, demonstrated poise, tact and diplomacy.
- 7) Analytical ability required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- 8) Continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

## COMPETENCIES / ESSENTIAL FUNCTIONS

The necessary knowledge, skills, behaviors, judgment and personal characteristics required of the position:

- Dexterity to utilize keyboard and related office equipment.
- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or equipment; and reach with hands and arms.
- Verbal capability to clearly interact with staff, clients, agencies and general public.
- Visual acuity to read documents, correspondence, questionnaires, and electronic media.
- Knowledge of various software packages.
- Basic mathematics skills.
- Organizational skills.
- Ability to transfer to off-site locations to attend to, or conduct, Transit business.
- Physical activity includes standing, walking and sitting.

## MAJOR WORKER CHARACTERISTICS

(Refer to qualifications)

- Knowledge of office practices
- Knowledge of software and office equipment
- Ability to calculate fractions, decimal and percentages.
- Ability to read and write.

## Approvals:

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_