



JOB DESCRIPTION

Title	Administrative Assistant	Created	March 2021
Department	County Manager	Revised	May 2022
Job Class	RU 10	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Non-exempt

Purpose

To provide advanced level administrative support, for the County Manager's Office. Performs a variety of communication services in the areas of community engagement, marketing, and internal and external organizational communications.

Essential Functions

- Professionally greet visitors, respond to inquiries and/or complaints directed from the public. Efficiently respond to and route incoming telephone calls and emails.
- Compose and proof a variety of documents such as letters, memos, reports, charts, forms, spreadsheets, tables, etc.
- Work with the Clatsop County Board of Commissioners, public affairs officer, department directors and county employees to develop and sustain key messages.
- Maintain, organize and update the county website and social media accounts. Create and track social media posts.
- Plan, implement, and analyze current and emerging digital media, including graphic design trends, and other marketing strategies.
- Proactively seek information about county issues and programs from all county departments for public facing communications.
- Coordinate county advertising. Create and prepare promotional materials such as advertisements for media, brochures, schedules, posters, and pamphlets as appropriate and as needed.
- Assist county management with special projects.
- Assist with composing and compiling the board of commissioners' and various other public bodies' meeting agendas and packets while ensuring compliance with county policy, legal requirements and deadlines.
- As authorized, serve as a point of coordination in various interdepartmental public and civic matters. May serve as administrative support to record minutes and proceedings for assigned boards, committees or other groups.
- Perform accounts payable/receivable functions for the county manager and board of commissioners, e.g. process deposits and purchase orders.
- Develop operational procedures for responsibilities of the position and update/revise according to goals and objectives.



JOB DESCRIPTION

-
- Perform routine clerical tasks such as sorting and distributing mail, copying and compiling documents, maintaining filing and indexing systems, including archived files, in accordance with public records retention laws.
 - Work independently to plan and arrange work sequence to meet deadlines and maintain a high level of accuracy.
 - Maintain confidentiality and comply with all county administrative, personnel and safety policies at all times.
 - Follow all safety rules and procedures established for work areas.

Auxiliary Functions

Provide staff level support to county management and personnel as workload and staffing levels dictate. Provide general clerical, administrative and customer assistance to other departments as requested and/or assigned.

Mandatory Qualifications

- A minimum of a high school diploma and three years' specialized training and experience in the clerical and/or administrative field is required or any satisfactory combination of experience and training.
- Knowledge of administrative support activities, office procedures, and operation of various office equipment including data entry. Requires intermediate to advanced computer skills in the Microsoft Office Suite especially Word, Excel, and Outlook.
- Experience with social media platforms and website administration.
- Demonstrated ability to manage several ongoing projects and tasks as assigned.
- Strong customer service and problem-solving skills.
- Ability to communicate effectively both orally and in writing.

Desired Qualifications

- Some college level or specialized courses in business management, communications, graphic design or other related field is desirable.
- Previous experience in positions involving significant in-person and telephone customer service with the general public.
- Experience working in a public sector organization.
- Knowledge of specific computer software utilized by the county is desirable.
- Previous experience involving record keeping as well as taking and transcribing minutes.
- Bilingual English/Spanish.

Physical Demands

Physical demands on position are minimal involving the movement of materials, books, files, etc., typically weighing up to 15 pounds and occasionally heavier objects.



JOB DESCRIPTION

Working Conditions

Professional office environment that requires the ability to multitask and deal with many diverse clientele and issues. Position may receive direction, and assigned tasks, from multiple members of staff.

Supervisory Responsibility

Supervision is not typically a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.