



Baker County Board of Commissioners

Administrative Assistant to the County Manager

JOB OVERVIEW

Performs various complex administrative/secretarial duties under general supervision, supporting the County Manager, Board of County Commissioners, and other professional staff.

MINIMUM QUALIFICATIONS

Two-years of administrative/secretarial experience.

Or

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Knowledge of procedures, policies, and rules of assigned department.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Skill to carry out complex administrative, secretarial, and other duties to assist the County Manager, Board of County Commissioners, or other professional staff.
- Skill in the use of computers, computer related software or programs, local networks, databases, and internet search engines.
- Ability to transcribe documents and information from different resources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve to public and represent the County with courtesy and professionalism.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Performs a variety of advanced administrative, secretarial, and confidential functions and duties supporting the County Manager, Board of County Commissioners, and other professional staff.
- Maintains County Manager calendar; schedules and coordinates appointments, reserves venue, coordinates attendees; assembles handout materials, slideshow presentations and equipment.
- Prepares, proofreads, and distributes correspondence, memos, minutes, spreadsheets, logs, and reports in final form, for approval or signature by the County Manager.

- Reviews incoming postal mail, electronic mail, and correspondence; forwards to County Manager or other professional department and department staff.
- May assist the County Manager by following up on the status of time sensitive items within the department.
- May take and transcribe dictation verbally or from electronic sources; takes and prepares minutes, record and report meetings or proceedings for the County Manager.
- May prepare and distribute outgoing electronic mail and correspondence on behalf of the County Manager; as authorized, may utilize and electronic signature or stamp for County Manager.
- Must be punctual, dependable, and dressed appropriately for work hours.
- Must attend County Commission meetings as scheduled.
- Performs other related duties, as required.
- Reports to the County Manager.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.