

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT I

STORMWATER DIVISION

PUBLIC SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of stormwater management. Work involves administering daily activities involving stormwater districts, drainage complaints, budgets, work contracts, invoices and advisory boards as well as preparing a variety of correspondence, reports, invoices and other material. Receives, records and reports various fees for County services. Maintains supply inventories. Performs a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, maintaining files, etc. Reports to the Soil and Stormwater Technician.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares correspondence, reports, meeting agendas, meeting minutes, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes and posts correspondence as required.

Utilizes various computer programs including word processing, spreadsheets, accounting software and filing programs to enter, store and/or retrieve information as requested or otherwise necessary.

Prepares contract requisitions and/or purchase orders as appropriate.

Performs work related to grant writing and/or monitoring grant availability. This work requires skilled writing techniques and may require time spent in the field.

Prepares and manages service district contracts.

Prepares invoices, various reports and correspondence.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.

Assists with the NC Agriculture Cost Share Program (NCACSP), includes promotion and coordination of sign-up periods; assist in preparation of agreements, plans of operation and requests for payment forms, and strategy plans; accounting and monitoring of funds; completion of related reports to the Division of Soil and Water Conservation.

Accurately maintain financial records of the County Soil and Stormwater Department budget, County service district budgets and Soil and Water Conservation which includes preparing financial reports, preparing internal audit at end of fiscal year; and any other required financial reports.

Keeps supervisors informed of upcoming events, meetings, issues, deadlines or any other requirements imposed by the NC Soil and Water Conservation Commission, the NC Association of Soil & Water Conservation Districts, Area 5 Association of SWCD's, USDA Natural Resources Conservation Service,

Division of Soil and Water Conservation and the County of Currituck. Assist supervisors with preparation of Conservation Farm Family award, Conservation Teacher of the Year award.

Administers local Farmland Preservation Program (FPP), Beaver Management Program, Community Conservation Assistance Program, local clearing & snagging projects, and manages small service district contracts. Also serves as clerk to Agricultural Advisory Board.

Collects and prepares data reports; receives receipts and accounts for fees; maintains District checkbook, prepares travel and expense vouchers for supervisors and forwards to Division of Soil and Water Conservation for reimbursement.

Maintains constant public relations and education efforts to promote conservation of natural resources for public benefit and district visibility.

Serves on planning committees as appropriate.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Participates in County service District meetings and, Soil and Water Conservation District, Area and State Soil and Water Conservation and USDA NRCS meetings.

Understand the relationship between County committees, districts, area and state association, the Soil and Water Conservation Commission, Division of Soil & Water Conservation, USDA Natural Resources Conservation Service (NRCS) and other conservation partners.

Distribute soil surveys and other conservation publications on request. Knowledge of flood plain maps, topographical maps, aerial photography, soil survey, etc and assist with requests from customers for this information.

Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.

Coordinates and performs educational programs within schools. Gives presentation on natural resource conservation topics to local schools and others as requested in conjunction with annual contests, environmental field days, etc. Promote Coastal and State Envirothon to local middle and high schools. Secure students to attend resource conservation workshop, complete necessary paperwork.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by college-level course work in secretarial sciences, and two to three years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Personal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Stormwater Department's operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.