



DEPARTMENT: County Administration/Communications/Board of Supervisors

NATURE OF WORK:

This is advanced administrative and public information work for the offices of Communications, the County Administrator, and the Board of Supervisors. Serves as first point of contact for visitors and callers to the offices. Work is performed under supervision of the Communications Director.

ESSENTIAL FUNCTIONS OF THE JOB:

County Administration

Serves as front office contact; provides information and directions to citizens and/or employees by telephone, through correspondence, or in person.

Coordinate with other administrative support staff to ensure customer assistance in person and on telephone during normal business hours.

Maintains filing system, including records retention monitoring, establishing new files as needed, purging annually, and general functions associated with recordkeeping requirements.

Serves as backup to the Secretary to the Board of Supervisors. Attends Board of Supervisors' meeting in Secretary's absence to take and transcribe minutes of the proceedings.

County Administration/Communications

Operates standard office equipment, including word processors and microcomputers to produce letters, memoranda, reports, forms, invoices, purchase orders, etc., working from rough drafts, tape recordings, handwritten notes, oral instructions or established procedures.

Receives and distributes mail; and distributes various citizen publications.

Schedules appointments and meetings for staff; maintains and processes reservation requests for the meeting/reservation calendar for Building C, the Work Session room and Board room in Building F, and other County buildings as assigned.

Responsible for preparing, tracking, processing, and reconciling travel paperwork and Procurement Card reports for County Administration and Communications.

Communications

Assists with writing, editing, and distribution of a variety of public communications publications.

Prepares, writes, and distributes news releases.

Works with Communications staff to market and expand communications outlets.

Supports emergency Public Information Officer staff as an Emergency Operations Center PIO including training, drills, and planning.

Edits and enters data into Channel 48 bulletin board system using graphic based software.

Plans ribbon cutting and groundbreaking ceremonies and other public and special events.

Supports County media relations.

Supports tourist-related activities.

Assists with the Cable Communications Committee, preparing agenda packets and taking minutes.

Maintains Communications budget, performance measures, and other administrative reports.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Monitor the need for and prepare requisitions for office supplies.

Monitor copy/fax/printer for maintenance needs and supplies.

Handle scheduling the pool car reservations.

Track invoices for correct billing code and amount before filing.

Deliver correspondence and mail to other offices at Government Center as needed.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Will be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office environment. Operates computer keyboard, telephone, fax machine, calculator, and copier.

Drives County vehicle to distribute and/or collect documents and/or supplies and/or refuel the vehicle and/or deliver/pickup vehicle for maintenance when needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of standard office practices and procedures.

Considerable knowledge of business English, grammar, spelling, punctuation, and arithmetic.

Considerable knowledge of Word, Excel, Access, and Windows operating system.

Knowledge of telephone etiquette.

Knowledge of basic communications, PR, or Public Information practices.

Ability to plan a variety of events for public and internal customers.

Ability to follow verbal and written instructions with limited supervision.

Ability to operate office equipment.

Ability to work under pressure, set priorities, and meet deadlines.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to learn the policies, procedures, structure, and services of the department and the organization.

Ability to perform a variety of secretarial and clerical work requiring exercise of judgment and organizational skills.

Ability to prepare reports and proofread materials for completeness and accuracy.

Ability to interpret and communicate the policies, procedures, and services of the unit.

Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.

Ability to take and transcribe minutes of meetings.

Ability to maintain records, to assemble and organize data and to prepare reports from such records.

Ability to deal with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly; ability to compose and edit documents for accuracy.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, some college preferred with experience performing responsible office work, public information, public relations work; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above

Date: July 2007
Secretary.604_012_06

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Secretary Position Number 604
Department County Administration Division Communications/Board of Supervisors

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II.

Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees.
- Communicating with others: State Department of Social Services, etc.
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees.
- Not essential to job function.
- 3. Reading:** (ability to read and understand text)
 - Essential to job function.
 - Not essential to job function.

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		✓					✓		
Push/Pull		✓					✓		
Hold/Carry		✓					✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit				✓				✓	
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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