

Notice of Job Opening

Date: December 19, 2024

Job Opening: Office Administrator

Duties: See Attached Job Description

Minimum Experience:

- ◆ 1 year experience in an office setting
- ◆ Possess a current and valid driver's license

Salary:

- ◆ Based on Experience and Qualifications

Additional Terms:

- ◆ The above referenced position will be filled by original appointment
- ◆ 6 month probationary period
- ◆ Resumes will be received at:

Butler County Road Department
108 Pettibone Road
Greenville, AL 36037

Applications/resumes will be taken until filled.

BUTLER COUNTY COMMISSION

JOB DESCRIPTION

Department: Highway Department
Title: Office Administrator

Date:
Grade:

Report to County Engineer and/or Assistant County Engineer

General Description of Duties:

Performs a variety of general clerical, administrative, and financial support duties for the County Highway Department and the County Engineer; performs directly related work as required.

Distinguishing Features of the Position:

The principal function of an employee in this position is to provide clerical and administrative support in an assigned area of responsibility. The work is performed under the supervision of the County Engineer and/or Assistant County Engineer, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with other County employees, business and community organizations, and the public. Employee must be willing to work nonstandard hours and weekends in emergency situations.

Examples of Essential Work:

- Performs a variety of general clerical, administrative, and financial support duties in addition to the performance of a more complex set of confidential administrative support duties in an assigned area of responsibility.
- Transcribes or prepares letters, minutes, reports statements, specifications, bids, contracts, memoranda, notices, financial and statistical tables, requisitions and other related materials.
- Receives, reviews, and processes road department activity reports to document work performed on construction and maintenance projects;
- Prepare invoices for shop and road work that requires reimbursement from outside sources;
- Maintains personnel files and completes necessary paperwork as required;
- Assists citizens in locating and reviewing various County Highway Department maps and records;
- Provides administrative support to key departmental personnel in relations to technical program requirements and prepares specialized reports as required;
- Performs work processing duties in an assigned department as requested;
- Applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Requisitions supplies and materials for the department as needed;
- Ensures an accurate and efficient inventory of necessary department supplies and materials, including coordinating purchasing activities, reviewing request for payments, and verifying the accurate delivery of materials or supplies as required;
- Receives and screens visitors and phone calls, and provides accurate and detailed programmatic information, which may require the interpretation of policies and procedures, or takes messages, or refers callers to the appropriate personnel;
- Keeps and maintains appropriate files for assigned work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

- Keep County Engineer and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain correct on the principles, practices and new developments in assigned work area;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the position;
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of County guidelines, rules, procedures, and established laws;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving County activities or policies;
- Ability to accurately prepare correspondences, reports, and memoranda according to standard business practices;
- Ability to learn County policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and nontechnical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- High School Diploma or GED
- One year of practical work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
- Possess a current and valid driver's license.

Other Requirements:

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.