

Barnes County Job Description

Administrative Staff Officer Grade 9

Individual performs a wide variety of professional-level administrative duties that normally include responsibility for management of administrative programs and projects. Work is normally performed under the guidance of the department head and may require individual to represent the county or department in matters of routine administrative importance. Responsibilities include involvement in a variety of special projects affecting the county or department, and requiring research and analysis; interpretation of organizational policies, standards, etc.; communication with internal and external contacts; and preparation of formal reports, letters, and similar documentation on matters concerning the county.

DUTIES PERFORMED AT THIS LEVELS:

- Perform tasks relating to the administrative support requirements of the department or county such as office management, fiscal and budgeting, purchasing, inventory control, personnel matters, and similar administrative responsibilities.
- Plan, coordinate, develop, distribute and maintain administrative policies, operating procedures, etc., affecting the counties operations.
- Conduct investigations, studies, and/or research on a variety of assigned projects; prepare final reports and required documentation; coordinate project activities or information as needed; provide follow-up as required.
- Represent the county or department at meetings or conferences; discuss programs or projects; interpret needed actions; provide or gather input; communicate with others as required.
- Provide a central point of contact for the county to receive and distribute information, respond to inquiries, maintain schedules, records, and provide coordination of organizational projects and activities.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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The individual in this position performs duties requiring analytical and administrative skills necessary to provide professional-level coordination, interpretation, communication, and research in completing tasks. Many duties will require some knowledge of the county structure and mission in order to develop products or provide service in the most efficient manner.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in office support or business or office education and four years of experience performing a variety of high-level, complex office support, clerical, or secretarial duties that included supervisory, lead work, or office coordination responsibilities. Additional work experience as just described may substitute for the education requirement on a

year-for-year basis. Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills are required.

SUPERVISION RECEIVED/EXERCISED:

This position is under direct supervision of the Barnes County Auditor.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs work in an office environment, working Monday through Friday during normal office hours. Lifting is required (up to 40 lbs.) as is occasionally kneeling, bending, reaching, public contact, sitting and climbing stairs. This position must be able to work well with individuals regarding the use of common courtesy.

OTHER ASSIGNMENTS:

The department head and/or the Barnes County Board of Commissioners reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as determine in the best interest of the department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.