

Kendall County Job Description

TITLE: Part-Time Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: June 21, 2022

I. Position Summary:

Provides administrative and clerical support to the Administrative Services Department and County Board.

II. Essential Duties and Responsibilities:

- A. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- B. Answer incoming telephone calls/walk ins - provide general information to the public.
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board. Utilize electronic compliance software to manage requests and responses.
- D. Type, send and file letters and informational lists for distribution.
- E. Update certain County website pages.
- F. Distribute mail and run postage machine.
- G. Order office supplies and inventory.
- H. Assist with processing, tracking and filing accounts payable invoices using ERP system.
- I. Assist with collecting data, developing reports and completing special projects.
- J. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees.
- K. Assist with general filing of Administrative Services and County Board documents.
- L. Electronically record and run a Board Committee meeting using Board meeting software and audio/visual software.
- M. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices, prepare minutes for County Board committee meetings.
- N. Assist in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.
- O. Assist in the preparation of PowerPoint presentations.
- P. Create content for and post to public relations and social media accounts.
- Q. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties.
- R. Maintains regular attendance.
- S. Attend County Board committee meetings after regular business hours as assigned.
- T. Other duties as assigned

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III. **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- The ability to independently complete projects and follow guidance.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.
- Proficient use and knowledge of MS Office Suite and remote meeting software.
- Prepare and use audio/visual equipment for presentations.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);
- A minimum of two (2) years' experience in an office environment

VI. **Physical Demands:**

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;

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- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

V. VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

_____	_____
Employee Receipt Acknowledgement & Signature	Date

_____	_____
Signature of Supervisor	Date

cc: personnel file, employee