



COLUMBIA COUNTY, OREGON
JOB TITLE: ADMINISTRATIVE ASSISTANT II
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	046
SUPERVISOR:	Assistant Director, Public Works	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Perform administrative duties to support the Columbia County Public Works department, including answering telephones and greeting public, providing requested information, scheduling appointments, issuing receipts, and maintaining records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Compute equipment rental charges, labor costs, and equipment costs for department activities.

Maintain costing of materials and supplies, payroll, and purchases for cost accounting. Distribute costs on the basis of the type of project and particular road involved. Balance costs to account for all labor, equipment, and material charges.

Order various materials and supplies for office and outlying shops.

Maintain records of supplies, including gravel, oil, fencing, and bridge material. Inventory supplies to ensure quantities agree with material use reports. Maintain equipment inventory records. Maintain equipment papers and titles.

Keep records and prepare reports on equipment for insurance purposes in a timely manner. Keep records on all new purchases, old equipment, auctions, and employee drivers' licenses for insurance.

Assist the general public with the preparation of permits. Record and process permits. Authorize overweight/oversize haul permits per established guidelines.

Prepare correspondence, memos, reports, and other documents as necessary. Maintain files and records for the department. Enter data and maintain document tracking system. Prepare, deliver, and retrieve departmental mail.

Prepare and issue monthly billings to other departments, agencies, or persons for services rendered, and gas, oil, and equipment repairs incurred. Maintain accurate time records for department employees and input time records and other information into the Integrated Road Information System (IRIS) and prepare reports from the database.

Prepare payroll records. Complete data entry of timecards, run reports, and ensure employees are paid correctly.

Coordinate Transportation Road Advisory Committee meetings.

Create reports for FEMA, FHWA, and other government agencies for reimbursement of expenses. Pull reports from cost accounting system and create a billing for these agencies.

Coordinate during emergency events dispatching crews, work in conjunction with 911, and keep accurate records of road closures and conditions.



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Perform assigned cash handling duties in accordance with the county's Cash Handling Standards.

Serve as liaison to various county offices and departments such as Information Technology, Human Resources and Finance & Taxation.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate.

Perform all duties of the Administrative Assistant I, when required.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

SUPERVISION RECEIVED: Work is performed under the general direction of the Assistant Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree. Six years' of increasingly responsible experience in an office environment, including experience in bookkeeping or accounting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping and accounting principles and practices.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.



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- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state and region for attendance at meetings and/or other events. May be exposed to outdoor weather conditions and terrain.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***