# Administrative Assistant to the County Administrator

**Grade: 8**

**FLSA: Non-Exempt**

**Date: 07/22**

**Job Summary:** Acts as the Administrative Assistant to the County Administrator; performs a wide variety of complex tasks to facilitate efficient and effective running of the department; performs other duties as assigned.

**Essential Functions:**

1. Provides primary and direct administrative and project management support to the County Administrator;
2. Schedules appointments and regular meetings for the County Administrator and coordinates multiple calendars;
3. Interacts directly with citizens and community members and provides referral information;
4. Provides support to the Administrative Assistant to the Commissioners for St. Mary’s County in managing citizen complaints;
5. Maintains confidential department copies of employee records;
6. Prepares personnel action forms and related functions for the department;
7. Supervises and proofs payroll prepared by Administrative Coordinator;
8. Performs purchasing and accounts payable responsibilities for the County Administrator’s Office, CSMC and PIO;
9. Responsible for preparing annual budget submission and maintaining fiscal records for County Administrator’s Office, CSMC and PIO; and performance measures;
10. Supervises the County Administrative Coordinator;
11. Responsible for coordinating the overall activities of the County Administration office to include office coverage, special events and other activities that require involvement of Public Information Office and Commissioners of St. Mary’s County staff members;
12. Maintains SMCG intranet pages for the County Administrator’s site;
13. Receives monthly reports from departments and process them for County Administrator’s and CSMC review;
14. Maintains calendar of events for the CSMC meeting room and Savich Conference Room;
15. Maintains records according the St. Mary’s County Government Record Retention Policy for the Office of the County Administrator;
16. Tracks Delegation of Administrative Authority Concerning Executive Functions and Donation of Surplus Goods for the County Administrator;
17. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public, on the phones, in email or in person;
3. Ability to gain expert knowledge of department practices and procedures;
4. Ability to read and comprehend relevant documents associated with department operations;
5. Ability to effectively communicate with other staff members;
6. Ability to coordinate, advise, and maintain effective working relationships with other professionals;
7. Ability to maintain strict confidentiality in all matters pertaining to the department;
8. Ability to prioritize and multitask;
9. Ability to work independently complete assigned tasks accurately and in a timely fashion;
10. Ability to use available resources to research information;
11. Ability to prepare and maintain accurate records;
12. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
13. Knowledge of overall functions of and resources in County Government and other available resources for citizens.

**Education and Experience:**

1. Associate’s Degree
2. Five years related professional experience in executive and office administration support, with three years in a supervisory level position;
3. Or equivalent technical training, education, and/or experience

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date