

BROADWATER COUNTY
Job Description

CLASS TITLE: Executive Administrative Assistant

DEPARTMENT: Commission/Environmental Health

ACCOUNTABLE TO: County Commissioners

PRIMARY OBJECTIVE OF POSITION: Facilitate efficient operations and high-level administrative support to County Commissioners, County Sanitarian, and other departments under Commission supervision.

ESSENTIAL JOB FUNCTIONS:

- Responsible for organization and submission of Commission agendas and other various communications including website postings and content management
- Manage records for county boards; assists with preparing minutes, postings, and related documents as assigned
- Interface with public; communicate with understanding and clarity; provides information and answers to inquiries
- Maintain records, payments, communications, and other documents for Sanitarian

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Demonstrates professional decorum in interactions with public and coworkers, and in daily task execution;
- Exceptional attention to detail and organizational skills are essential;
- Excellent time management and a proven ability to meet deadlines;
- Performs a variety of clerical work within assigned departments; assists in department procedures and processes;
- Work performed may include the typing of letters and other documents from copy, rough draft, or recording;
- Maintain various department files and accurate records;
- Administrative HR support; demonstrate confidentiality with sensitive information;
- Collect and properly process fees for septic system permits, certified installer fees, and subdivision review;
- Carry out other related duties as assigned;
- Work is performed in an office setting; physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school; Associate's Degree or equivalent work experience preferred
- Proficient in Microsoft Office Suite
- Experience working with contractors and/or residential construction sites is desirable
- Possess a novice understanding of Information System software such as ArcView or ArcGIS to assist with NextGen 911 migration

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- Show ability to learn new software, develop skills, and knowledge
- Exhibit office management and customer service skills, including flexibility and adaptability to assist various departments, efficient e-filing and paper filing, and attending some after-hours meetings
- Potential travel for meetings/training may be necessary
- Possession of a valid Montana Operator's License required

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Interactions with public, response to inquiries, performing assigned duties correctly, efficiently, and following established standards and procedures;
- Accuracy completing projects that may include typing, copying, scanning, and the issuance of permits;
- May be required to attend seminars and workshops in assigned responsibilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Updated 4/11/24