

Logan County Engineer's Office

Job Title: **Administrative Assistant**

Department: **Engineering**

Reports To: **Assistant Engineer**

The specific statements in each section of this description are not to be construed as exclusive or be all-inclusive

POSITION SUMMARY:

Under general supervision, provides administrative support to the Engineer and management team with a variety of tasks related to the overall operations of the organization including assistance with, budgeting, road programs, permit programs and other related duties.

ESSENTIAL JOB DUTIES:

- Support budget management.
- Assist with equipment acquisition, vehicle procurement, the Capital Improvement Program, and Surplus Sales.
- Assist with the annual inventory program.
- Researches material, products, price compares and other data needed for projects and overall efficiency.
- Assist with employee training and safety programs.
- Assist with various permit programs.
- Assist with preparing bidding documents for projects.
- Assist with preparing highway construction projects (county/township resurfacing, chip-seal programs).
- Assist with preparing local township and village projects.
- Assist with daily paperwork, including reports on construction labor, equipment usage and material utilization.
- Provide support to county officials, the general public, contractors, and vendors.
- Assist in right-of-way, easement procurement, and project work agreements.
- Serve as a point of contact for the Ohio EMA and State Auditors' offices.
- Represent the Engineer on various county committees.
- Operates a dump truck with snow plow attachment to engage in snow and ice control emergencies.
- Perform other duties as assigned by the management team.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities

REQUIREMENTS AND QUALIFICATIONS

DRIVER'S LICENSE Valid State of Ohio Driver's License

COMMERCIAL DRIVER'S LICENSE: Valid Class B CDL (or ability to obtain).

EDUCATION AND EXPERIENCE:

- Associate's degree in Business Administration OR
- Five years of related experience and/or training; OR
- Equivalent combination of education and experience

RESIDENCY: Must reside within a 36-minute commute of the Logan County Engineer's Office and maintain residency throughout employment.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must meet all requirements, perform each essential duty and responsibility satisfactorily, and meet all physical demands. The outline below represents the knowledge, skill, ability, responsibility, requirements, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

LANGUAGE SKILLS: Strong reading comprehension, analytical skills, and the ability to write clear and concise reports, business correspondence, and procedure manuals. Excellent communication skills for presentations and interacting with various audiences.

COMMUNICATON & COLLABORATION: Excellent written and verbal communication skills for reports, presentations, and interacting with diverse audiences (elected officials, supervisors, colleagues, vendors, contractors, and the public). Strong, professional interpersonal skills to build positive working relationships.

COMPUTER SKILLS: Proficiency in MS Office Suite (Word, Excel, PowerPoint, Publisher) and database applications.

REASONING ABILITY: Skilled at critical thinking and problem-solving in non-standard situations, and interpreting instructions from various sources (verbal, written, or diagrams).

MATHMATICAL SKILLS: Strong mathematical skills with the ability to apply concepts like algebra, geometry, fractions, percentages, ratios, and proportions to solve practical problems related to material quantities, grades, slopes, and other relevant engineering measurements. Perform accurate calculations using various mathematical functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

PHYSICAL ABILITIES: Tasks involve the ability to exert moderate to intense work, including frequent stooping, kneeling, crouching, crawling, climbing, lifting, carrying, holding, pushing, or pulling objects and materials weighing 50 to 100 lbs. Frequent need to sit and stand. Occasional need to climb ladders. Regularly use arms and hands above and below the shoulder. Regularly stand or walk on both flat or uneven terrain. Occasionally work at extended heights, in precarious locations, and using scaffolding.

SENSORY REQUIREMENTS: Tasks involve the ability to distinguish colors. Some tasks require the ability to perceive and discern sounds, odors, and textures. Some tasks require peripheral vision, depth perception and visual judgement. Tasks frequently require the ability to effectively verbally communicate, including the ability to listen attentively.

ENVIRONMETAL FACTORS: Tasks are regularly performed in an office environment with occasion to working outdoors in all weather conditions with exposure to various elements, including dirt, dust, grease, pollen, poison ivy, insects, fumes, airborne particles, noise extremes, electric currents, vibrations, moving traffic, and toxic agents.