

SHOSHONE COUNTY, IDAHO

TITLE: Administrative Assistant CLASS CODE: _____
DIVISION: Public Works/Road PAY GRADE: _____
DEPARTMENT: Commission EFFECTIVE DATE: _____

GENERAL PURPOSE

Assumes all responsibilities of the Public Works Director in his/her absence. Performs a variety of administrative duties requiring confidentiality and exercise of appropriate independent judgement for all departments under the direction of the Public Works Director.

SUPERVISION RECEIVED: Under general supervision of the Public Works Director.

SUPERVISION EXERCISED: Provides immediate to general supervision of clerical personnel and provides support to District Supervisors and county road department employees. Provides supervision to all Public Works employees in absence of the Director.

EXAMPLES OF DUTIES

- ▶ Assume all duties of Public Works Director in his/her absence, which shall include performing all disciplinary actions the Director is entitled to perform.
- ▶ Meets with and provides technical assistance to residents of Shoshone County regarding department concerns, approach permits, and encroachment permits, County Roads and Rights-of-Way. Regular field work is required.
- ▶ Work closely and regularly with County Engineer and Supervisors to enforce regulations and requirements for approach and encroachment permitting.
- ▶ Monitor budget regularly. Provide data, reports, and assistance to Director for budget preparation. Reviews and approves purchase order requests from Road Districts.
- ▶ Purchasing and procurement of parts and supplies for shops.
- ▶ Research and maintain Road Mapping, verifying, and updating road mileage for purposes of State reporting. Substantiate Right -of-Way records and road ownership utilizing knowledge of recorded documents, measurements, mapping, and legal determinations. Will work closely with the prosecuting attorney.
- ▶ Research deeds and other records as necessary.
- ▶ Participate in hiring interviews, process new hire documentation and support tasks related to payroll/personnel, including drug screening, status changes, review policy manual, workman's compensation.
- ▶ File workman's compensation claims and damage claims for Public Works Department.
- ▶ Perform daily, weekly, monthly, annual, and incidental tasks, related to grants, approach permits, encroachment permits, bridge inspections, revenue, expenses, trip permits, and vehicle licensing.
- ▶ Serve as training coordinator for T2 Road Scholar and Road Master for certifications. Meet and communicate regularly with LHTAC, employees, Supervisors, and Director to maintain certifications.
- ▶ Collaborate with Planning and Zoning Department to ensure cohesion of permit processing, applications, etc. Provide staff reports to Planning and Zoning when necessary.
- ▶ Attend project meetings, BOCC agenda meetings as necessary.
- ▶ Flagging for traffic control in work zones, as needed.
- ▶ Twenty-four (24) hour "on call" basis
- ▶ Attend training classes and seminars as required.

- ▶ Perform related duties as requested by the Director and/or the Board of County Commissioners.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent; and
- B. Minimum of Three (3) years related experience or any combination of training and experience that indicate possession of skills, knowledge, and abilities listed within this description.
- C. An equivalent combination of education and experience.

2. Related Knowledge, Skills, and Abilities

- Working knowledge of required budget preparation and application
- Extensive knowledge of County, State and Federal laws
- Working knowledge of deeds, surveys, plats, easements, and all other recorded documents
- Ability to research and prepare reports in a well-organized form
- Must be skilled in verbal communication with the general public

3. Special Qualifications:

- Flagger Certification Required (Must obtain within 1 year of employment)
- First Aid/CPR Certification Required (Must obtain within 1 year of employment)
- Must possess and maintain current driver's license