

Job Description- Administrator of the Office of the Pendleton County Commission

Definition: Under general direction, provides administrative support to the County Commission and performs duties related to operational and administrative functions of the office of the County Commission as required. This position is an at-will class exempt from civil service. The County Administrator position is a Full Time, exempt position. Incumbents report to and serve at the pleasure of the County Commission.

Duties:

- Performs secretarial and administrative duties, including: receiving constituent calls, evaluating and addressing their problems or complaints or referring them to the appropriate person in the court house.
- Coordinating the individual Commissioner's appointments.
- Assisting with meeting preparations and making travel arrangements for the Commissioners.
- Word processing, proofreading, composing correspondence from notes and/or general instructions, or independently; preparing and maintaining records for purchase orders, inventory, accounts payable, payment of claims, and budget transfers
- Scheduling and arranging maintenance of Commission office machines and interiors. Day to day point of contact for all matters relating to Court House "housekeeping" and maintenance.
- Completes Federal and State Grant applications and tracks the progress of all submittals.
- Monitors and maintains compliance with all Grant administrative requirements.
- May be asked to serve on committees by attending meetings and reporting back to the county commission.

Employment Standards:

Possess a combination of education and experience commensurate with the functional requirements of the position. Minimum education is graduation from an accredited High School. As the “face’ of the County Commission, it is imperative that the County Administrator possess superior interpersonal skills and a professional demeanor.

Knowledge of:

- Elementary research procedures as applied to management analysis
- Personal computer operations with a working knowledge of office productivity application software such as but not limited to Microsoft Word, Excel, and Power Point.
- Standard office practices, clerical and recordkeeping operations
- The use of office machines
- Proper English usage, spelling, and grammar.

Ability to:

- Learn organization, functions, and activities of County government
- Work with minimal supervision and independence
- Communicate in oral and written form
- Exercise tact, diplomacy, and discretion in communicating with the public, professional and technical staff, and representatives of other agencies and organizations
- Maintain confidentiality