

# SAGINAW COUNTY ROAD COMMISSION

## JOB DESCRIPTION

**POSITION:** ADMINISTRATIVE ASSISTANT Non-Union Salaried Position

**EMPLOYEE:** \_\_\_\_\_ **Employee's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Manager**

### General Summary:

Manages the office of the Manager, all records associated therein, and directly supervises the position of receptionist. Serves as the Deputy Clerk for the Board of Road Commissioners. Serves on the SCRC Management Team to help facilitate major operational decisions. Reports directly to the Manager.

### Major Duties of Position

1. Types letters, schedules, memorandums and a variety of correspondence for the Manager. Maintains, updates, and files records and correspondence for the same.
2. Receives incoming calls for the Manager. Responsible for opening and reviewing incoming mail for the same.
3. Maintains a schedule for the Manager detailing daily activities and upcoming activities. Responsible for scheduling appointments for the Manager.
4. Follows through on the business of the Board, prepares the agenda and official minutes of the Board, prepares communication for the Board, records the proceedings of public meetings of the Board and keeps the records of the Board as delegated by the Clerk of the Board. (County Clerk)
5. Maintains file of all approved and signed Board documentation, such as signed township agreements, resolutions, plat agreements, traffic control orders, policies, and other various documentation approved by the Board.
6. Handles confidential issues or items, general correspondence, filing, and any other administrative duties as directed by the Manager.
7. Attends various meetings, responsible for recording and finalizing minutes and notes as necessary.
8. Shall directly supervise the receptionist. Will take all disciplinary action and shall have the authority to recommend discipline up to and including termination of employment for this position.
9. Shall assist with Receptionist duties in the absence of the Receptionist.
10. Schedules meetings, conferences, and travel arrangements for all Road Commission personnel when attending conventions and conferences dealing with Road Commission issues.
11. Assists with the creation of public relations materials which will include but not be limited to in house newsletter and newsletters to County Officials, Township Officials, and the general public.
12. Shall act as the liaison between the Road Commission and various affiliated agencies as assigned by the Manager.
13. Assist the Director of Engineering by overseeing the preparation of all permits as required by the Board, and gathering and preparing information as needed through written requests and phone calls for the Permit Enforcement Officer.
14. Oversees and directs the administering of any other office procedures as needed or requested by the Manager.
15. Serves as the recording Secretary at bid openings as requested.
16. Performs any other duties as assigned by the Manager.

**Job Qualifications:**

1. Four (4) years of experience as an executive secretary/administrative assistant or equivalent experience in a related position. Office experience of any type in a Road Commission setting would be preferred and could be considered equivalent experience.
2. Knowledge of governmental operation, business and office administration.
3. Proficient in the use of Microsoft Word and Excel or comparable software programs.