



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant Full Time	Opening Date: January 3, 2018	Application Deadline: January 17, 2018	Job #: 18101
Department: Office of Emergency Management	Starting Salary: \$36,000 to \$38,000 a year	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Deputy Director, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Office of Emergency Management. Work involves coordinating and organizing emergency management meetings; providing support to the deputy director; answering and screening calls and visitors in a sensitive and timely manner; preparing a variety of correspondence, reports and contracts; maintaining appointment calendars and schedules; and department budget and approving invoices for payment. Acts as Public Information Office for the Deputy Director. Interacts with the media and coordinates press conferences and media events. Works closely with the Deputy Director and other agencies in emergency situations.

General Knowledge, Skills, and Abilities: Performs routine office procedures such as receives and screens calls, visitors, mail and sensitive requests for information in a courteous and timely manner; maintains and reviews with staff various appointment schedules and calendars; monitors and manages the annual departmental budget; coordinates, organizes and prepares all items necessary for the operation of Office of Emergency Management, including researching items for the department, ensures that reports are submitted to various external agencies in a timely manner; creates, organizes and maintains extensive files; proper English usage, spelling, grammar and punctuation. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.

Minimum Qualifications: Three (3) years' previous experiences performing administrative duties and working with the general public; Prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience. High School diploma or equivalent. Valid Texas Driver's License required.

Preferred: Prior experience or education in emergency management.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf> Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.



BASTROP COUNTY, TEXAS
Job Description

Job Title: Administrative Assistant

Department: Bastrop County Office of Emergency Management **FLSA Status:** Non-Exempt

Reports To: Deputy Director – Emergency Management

SUMMARY: Under the direct supervision of the Deputy Director, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Office of Emergency Management. Work involves coordinating and organizing emergency management meetings; providing support to the deputy director; answering and screening calls and visitors in a sensitive and timely manner; preparing a variety of correspondence, reports and contracts; maintaining appointment calendars and schedules; and department budget and approving invoices for payment. Acts as Public Information Office for the Deputy Director. Interacts with the media and coordinates press conferences and media events. Works closely with the Deputy Director and other agencies in emergency situations.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Deputy Director;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Serves as a liaison for the Bastrop County Office of Emergency Management with other County departments, emergency response organizations within the County, general public, divisions, outside agencies and contractors; receives and screens calls, visitors, mail and sensitive requests for information in a courteous and timely manner; and resolves difficult or sensitive citizen inquiries and complaints when necessary. Uses critical judgment on decisions, knowing when to handle the situation and when to include the Deputy Director or other offices.
2. Coordinates, organizes and prepares all items necessary for the operation of Office of Emergency Management, including researching items for the department, ensures that reports are submitted to various external agencies in a timely manner. Prepares packets and or training materials required for meetings or classes.
3. Represents the Office of Emergency Management in meetings as directed by the Deputy Director. Will provide a summary of these meetings.
4. Develops and maintains a file plan, both electronic and physical, for all Office of Emergency Management records. Will inventory all records and files to ensure compliance with all requirements for the archival of records.

5. Maintains and reviews with staff various appointment schedules and calendars as they pertain to the operations of the Office of Emergency Management.
6. Oversees, reviews and approves departmental timesheets and time entry submission to ensure accuracy, proper approval of leave usage, and meeting of deadlines as required for payroll processing; may perform periodic audits of employee's timesheet records and/or leave balances as needed.
7. Monitors and manages the annual departmental budget and assists in the preparation of the annual departmental budget request, to include a forecast of funds needed for staffing, equipment, materials and supplies.
8. Manages and participates in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs as directed by the Deputy Director.
9. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding operations of County Judge's Office.
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
11. Maintains confidentiality and security of all Office of Emergency Managements information and systems.
12. During an emergency will report to the Emergency Operations Center, will act as the Situation Unit Leader or Planning Specialist.
13. Within the first year complete the following emergency management courses, IS-100, IS-200, IS-700, IS-800 and the FEMA Professional Development Series. After completion of these courses the employee will complete two additional courses every year after the first year.
14. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS:

Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

The employee is considered a vital member of the emergency management program and as such will be expected to support emergency response operations. Duties may be outside of the normal work hours and office conditions.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles and practices of administrative management;
Methods and techniques of leadership, training, and supervision of staff;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Principles and practices of local governmental budget preparation and administration;
Principles and practices of program development and record keeping;
Basic auditing and accounting fundamentals;
Proper English usage, spelling, grammar and punctuation;

Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Record and disseminate accurate information from telephone conversations and personal contact;
Prepare clear and concise administrative and financial reports;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Interpret and apply federal, state, and local policies, laws and regulations;
Interpret, explain and enforce department policies and procedures;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;
Understanding state and federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years' previous experiences performing administrative duties and working with the general public;

Prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience.

Prior experience or education in emergency management is preferred.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.