

**INGHAM COUNTY
JOB DESCRIPTION**

FACILITIES ASSISTANT

General Summary:

Under the supervision of the Director of Facilities, coordinates the daily work flow of the department. Provides clerical, administrative and accounting support. Monitors and edits departmental budgets. Compiles and analyzes information for operational activities. Serves as the department's liaison to internal and external agencies. Provides clerical back up for the Purchasing Department as needed.

Essential Functions:

1. Acts as the Department's receptionist. Answers telephone inquiries and directs visitors as needed. Addresses complaints from the public and other County employees.
2. Prioritizes and dispatches staff in regard to work flow. Determines the importance of each work order and considers the appropriate course of action. In the absence of the Director, initiates procedures for severe weather, bomb threats or other critical incidences.
3. Provides clerical support to staff. Examples include, but are not limited to, data entry, proofreading, faxing, copying, processing mail, maintaining office supplies & equipment and other secretarial duties.
4. Provides administrative support to the department's staff. Composes communications and creates departmental reports. Schedules meetings and prepares corresponding agendas & minutes. Maintains department files.
5. Provides personnel support to the department. Maintains confidential employee files. Processes timecards and maintains payroll records. Oversees the proper tracking of accident reports, leave time (FMLA) and disciplinary actions.
6. Performs and maintains accounting functions for the department. Examples include, but are not limited to, budget development & analysis, purchasing card oversight and administration of the invoice process.
7. Maintains relationships with internal and external vendors. Serves as the departmental liaison on various departmental programs. Coordinates the Right to Know/Hazardous Chemical program throughout the County. Organizes monthly parking passes for County employees.
8. Maintains the department's website.

9. Provides clerical back up and support to the Purchasing Department as needed.

Other Functions:

Performs other work duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A high school diploma and the equivalent of 12 college credits is required. Prefer Accounting or Business coursework

Experience: A minimum of two-three years of experience in an office setting is required.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.