

Job Description



Johnson County Government

Department of Human Resources

Job Title: Administrative Support IV **Job Code:** 900230 **Job Family:** Administrative

Pay Grade: JC.15.15 **FLSA:** Non-Exempt **EEO:** Office-Clerical

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Senior Executive Assistant, Senior Specialist, Senior Administrator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Uses spreadsheets or databases to interpret and organize resource information; provides customized reports to others in the work unit; recommends changes to department/agency administrative policies, procedures, and methods; reviews and approves disbursement forms.
- Monitors, approves and authorizes internal and external accounts through County systems and resolves discrepancies; reviews and reconciles status reports; resolves problems by researching and reviewing issues; performs petty cash custodial duties.
- Researches and recommends equipment/vendors and prices; determines substitutes for supplies and routine equipment; verifies the accuracy of and updates the department equipment and/or fixed asset inventory; authorizes requests for goods and services; monitors contract compliance and may act as Purchasing Card manager.
- Manages supervisor's calendar which may require negotiating time and place; researches and negotiates with hotels for best logistical arrangements for rooms; makes complex scheduling arrangements involving multiple parties; independently composes original correspondence for senior management's review and signature.

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- Performs/supervises several administrative functions, including tasks to support department/agency leadership and governing boards (e.g., records management, reception); analyzes short-term administrative needs; develops filing systems, internal mailing processes, and procedures; prepares non-routine correspondence; oversees and/or resolves non-routine situations based on knowledge and interpretation of established policies and procedures.
- Creates and maintains databases; generates unique reports; creates complex spreadsheets; diagnoses and resolves simple software/hardware problems; designs and lays out publications using specialized applications.
- Updates job descriptions using information obtained from employee or supervisor; resolves personnel processing problems with interpretation from appropriate sources (e.g., Partner, HR Manager, HR Director); serves as liaison between supervisor/manager and HR regarding routine personnel actions; advises supervisor and provides information regarding HR policies and procedures.
- Conducts tasks associated with payroll processing such as verifies timesheets, finds, researches, and provides resolution to payroll discrepancies; completes and verifies data entry; distributes paychecks; Provides information and answers questions from staff regarding payroll issues; maintains attendance and leave tracking records; acts as department/agency/functional resource in data management systems, and provides training to new users; coordinates Family and Medical Leave according to policies, procedures, and guidelines.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and three years of administrative support experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Business Administration or related field is preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.