



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	ADMINISTRATIVE ASSISTANT – ROAD AND BRIDGE				
FLSA Status:	NON-EXEMPT	Min. Pay Rate:	\$17.89/hr	Max. Pay Rate:	\$25.93/hr

SUMMARY

The Administrative Assistant – RB is responsible for a wide variety of administrative and clerical work in support of the Road and Bridge Department. Duties include word processing, data entry, tracking inventory, ordering material and supplies, processing time sheets and providing assistance to the public regarding Road and Bridge initiatives and Road Superintendent.

Essential Functions:

1. Prepare, proofread and process a variety of documents including general correspondence and interoffice memorandums.
2. Gather and enter work data and format operational reports.
3. Track material inventory and order materials and fuel when directed.
4. Assist with phone calls and respond to the general public by providing general information, or taking messages for staff.
5. Keep track of maintenance contracts and their expiration dates.
6. Time keeping for Road and Bridge Maintenance employees.
7. Prepare annual maintenance contracts and assists county staff during the procurement process.
8. Provide assistance to the Road Superintendent during budget preparation.
9. Enter and track road mileage inventory.
10. Maintain and update Brightly/Asset Essentials Software on a daily basis for work orders and all other requirements as necessary.
11. Maintain and utilize MGO/MyPermitNow software for permitting as required, and necessary.
12. Organize and maintain records for the Road and Bridge annual audit. Provide assistance to outside auditor's during this annual process.
13. Develop good working relationships and maintain contact with vendors.
14. Assists during emergency events by providing administrative support for the Road and Bridge Department.
15. Perform related duties as assigned.

Minimum Qualifications:

1. High school diploma or equivalent.
2. Three (3) years administrative experience.
3. Experience in local government road maintenance (Preferred).
4. Experience using Asset Essentials Work Order Software (Preferred)
5. Experience using MyGov Permitting Software (Preferred)

Knowledge, Skills and Abilities

1. Ability to use spreadsheets, organize data and generate graphs.
2. Expert skills in MS Office Suite.
3. Be professional, dependable, resourceful, and work independently.
4. Interact effectively with the general public, co-workers, supervisors and others in a pleasant and professional manner.
5. Knowledge of road maintenance equipment, materials and processes (Preferred)
6. Bilingual in English and Spanish (Preferred)

Physical Requirements:

1. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.

WORKING CONDITIONS

1. Working conditions are primarily inside; handling a variety of tasks simultaneously.
2. Work outside of the normal office hours (Monday – Thursday 6 a.m. to 4:30 P.m.) may be required to meet deadlines and address emergencies.
3. Work reporting location may be anywhere within Waller County.

Applications are available at the Road and Bridge Department, 775 Business 290E, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us. Completed applications may be emailed to m.seets@wallercounty.us. Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.