



Executive Assistant
Engineering Department

ENG/11
Grade/Step 18

JOB SUMMARY

This position is responsible for providing direct support on all administrative functions as assigned by the Webb County Engineer and supporting staff. Performs all necessary administrative support in a highly professional manner; reports directly to the Webb County Engineer.

MAJOR DUTIES

- Prepares draft agendas for the Webb County Engineer, prepares draft minutes and other corresponding reports as directed by the County Engineer.
- Prepares draft agendas for Commissioners Court meetings and supporting documentation as directed by the County Engineer.
- Maintains contract files and coordinates with Civil/legal to secure fully executed legal documents needed.
- Manages the County Engineer, Asst. Engineer, Project Manager and Senior Project Coordinator calendar for meetings, appointments, etc.
- Responsible for scheduling all travel arrangements for department.
- Responsible for all payroll functions of the Department.
- Understands and provides routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone or by mail.
- Prepares memorandums as requested by the County Engineer for department and Countywide directives.
- Produces correspondence for County Engineer, Asst. Engineer, Project Manager and Right of Way dept.
- Responsible for scheduling all vehicle inspections, license plate purchases, vehicle insurance information, preventive maintenance, washing etc.
- Coordinates meetings between departments, vendors, Engineers and other County Officials for projects solicited by the County Engineer.
- Attends County events and/or meetings as requested by the County Engineer.
- Assists, coordinates, prepares and attends meetings w/Asst. Engineer, Legal and Accountant as it pertains to all Texas Department of Transportation Fund Grant Program projects.
- Assist department and vendors with pre-construction and Notice to proceed meetings.
- Monitor progress of countywide projects and prepares status report(s) for the County Engineer and Right of Way department.
- Supervision of procurement orders for Department at requisition level and/or receipt of goods for Department.
- Establish and maintain effective working relationships with other county employees, departments, officials and the public.
- Point of contact for vendors and others as it pertains to payment status.
- Coordinates with County Engineer to develop short-and long- term plans for the department.
- Reports issues and concerns to the County Engineer acts upon/follows up as directed.
- Ability to work independently complying with reporting guidelines and other deadlines using judgement to remedy inconsistencies and other issues that may arise.
- Maintains a professional appearance at all times.
- Possess effective leadership and organizational skills.
- Performs any other duties as assigned by the County Engineer.

KNOWLEDGE REQUIRED BY THE POSITION

- Must be proficient in the use of New Worlds financial system to include budgetary, procurement and basic account inquiries on countywide accounts and funds to include the ability to generate reports when requested by the County Engineer.
- Ability to understand, follow, and give oral and written instructions handed down by the County Engineer.
- Ability to communicate in English and Spanish.
- Must be proficient in the use of computer and Microsoft software.
- Must be proficient in the use of agenda quick software to input draft agendas for the County Engineer's final approval.
- Must possess sound judgement and demonstrate professionalism in daily operations.
- Must have experience in the use of general office equipment.

SUPERVISORY CONTROLS

The County Engineer assigns work in terms of general instructions. The County Engineer checks work for compliance with procedures, policy, direct instructions and overall objectives of the Engineering department and countywide directives initiated by the County Engineer.

GUIDELINES

Guidelines include the Texas Government Code, Local Government Code, The Webb County Policy Manual, and other countywide policies and procedures. The guidelines require judgement, selection and interpretation in application. This position may assist the County Engineer with research on best practices and assist with the development of proposed guidelines affecting procurement practice and policies.

COMPLEXITY/SCOPE OF WORK

The work consist of varied administrative and reporting functions influencing countywide operations. The variety of duties contributes to the complexity of the position.

CONTACTS

Contacts are typically with Elected Officials, Appointed Officials, Department Heads, Engineering Staff and County employees in general. To include County vendors and the public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table for prolonged periods.
- Some work may require walking short distances to other county department buildings located in the downtown area.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervision over the Administrative Clerk, assigned work-studies and/or volunteers.

MINIMUM QUALIFICATIONS

- Must have a minimum of 4-5 years of administrative experience preferably in a governmental setting such as a county and/or municipality.
- Must have a High School Diploma or GED from an accredited institution.

- Must be compliant with TxDOT Local Government Training (every three years).
- College hours preferred, but not required.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date