



VALLEY COUNTY JOB DESCRIPTION

Road & Bridge Administrative Assistant

Department: Road & Bridge

Reports to: R&B Director

Pay Grade: B

Date Established: 1/2017

Date Revised: June 2026

FLSA Status: Non-exempt

SUMMARY

This position performs clerical and customer service duties for the Road and Bridge Department. Some latitude is given for independent judgment and initiative within established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Director and Operations Manager with permits paperwork.
- Ensures permits deadlines are met.
- Answers and logs inquiries from the public.
- Manages and maintains service records, mileage and fuel usage for all county owned vehicles and equipment.
- Processes claim forms for fuel billings.
- Manages motor pool loaner program.
- Assists with grant applications.
- Conducts research for rights-of-way.
- Administers and maintains department webpage.
- Manages database and processes Approach and Construction in County ROW permits.
- Monitors and maintains office and building supplies.
- Creates expenditure requests for invoices.
- Prepares monthly claim forms for processing.
- Acts as contact person for vendors.
- Researches billing issues.
- Creates correspondence and office communications.
- Enters information in databases and prepares required reports.
- Makes travel arrangements and coordinates training schedules for the department.
- Sets up, organizes, maintains and manages all department files.
- Administers inventory program.
- Manages vehicle and equipment inventory lists.
- Assists with monthly payroll documentation.
- Attends and participates in assigned meetings.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- High School diploma or equivalent.
- One to two years of experience in a similar position.
- General knowledge of office processes and procedures.
- General knowledge of office equipment operation.
- Intermediate computer skills, including the use of multiple software programs at once.
- Proficient understanding of the Microsoft Office Suite, especially Excel.
- Strong organizational skills.
- Strong customer service skills.
- Strong verbal and written communication skills.
- Good command of the English language.
- Ability to work independently and exercise initiative, with general guidance and supervision.
- Ability to Maintain a professional demeanor at all times, including stressful situations.
- Ability to perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing duties, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools used in performing the essential functions of the position, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this position includes those which permit the employee to discern verbal instructions and communicate effectively in person or by telephone. While performing the duties of this position, the employee works in an office setting where the noise level in the work environment is usually moderate. Employee is frequently exposed to shop noise, diesel exhaust and noxious fumes.