

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Administrative Secretary IV - Purchasing
Department: General
Revised : March 2023

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Administrative Secretary IV classification.

GENERAL DESCRIPTION

Responsible paraprofessional administrative work with implementation responsibility for one or more programs of a specialized nature or equal responsibility. Duties require an awareness of virtually everything happening in an office or department. General supervision is received from an administrative superior, who reviews work through analysis of work accomplished and through periodic conferences. This class is differentiated from level III classes by the level of responsibility and complexity of work.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provide support to the purchasing director and County Staff with specific responsibility for processing purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information.

Maintaining cordial working relationships with vendors and tracking COI requirements.

Assists with preparation of the departmental budget, and completes departmental payroll, legal advertisement, and credit card payments.

Processes invoices for payments; monitors departmental budget for over-expenditures.

Processes HUB (Historically Underutilized Business) reporting from applicable contract quarterly on HUBSCO.

Maintains purchasing website to ensure transparency within public record regulations.

Processes invoices for payments; monitors departmental budget for over-expenditures.

Collects reference data from a variety of sources for the purpose of reviewing for bid awards.

Issues purchase orders/contracts for the purpose of facilitation on-site ability to acquire required supplies, services, and/or equipment with the budget.

Prepares a variety of detailed reports for county officials and outside agencies.

Processes information requests; resolves problems within the framework of established policies, procedures, laws, and ordinances.

Performs secretarial duties to one or more administrative personnel; composes and types memorandums, letters, reports, and other documents; answers telephone and takes messages; routes incoming and outgoing mail to appropriate party.

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Maintains confidentiality as necessary with regard to specific job assignments.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of office practices, procedures, and applications.

Thorough knowledge of departmental or County programs and policies.

General knowledge of the basic principles of accounting.

Ability to apply independently specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to utilize various computer software applications including Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to compose letters and documents independently following established guidelines.

Ability to resolve problem situations; be resourceful in gathering and giving program information, schedule and coordinate a variety of appointments, meetings, and conferences.

Ability to answer most inquires and questions independently.

Ability to establish and maintain effective working relationships with county officials, fellow employees, and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and two years of progressively responsible secretarial or clerical experience. Secretarial school preferred. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

**This job description does not create an employment contract,
implied or otherwise.**