

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Specialist	B	2	3	Non-Exempt
POSITION TITLE:		POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:	12/12/2022	
SERVICE TYPE:		NON-REP CONFIDENTIAL		
Employee Name:	Regan Orsborn	Department:	Human Resources	Supervisor: CHRO
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Provide high-level and confidential administrative support to the HR director and the department by conducting research, preparing statistical reports, and handling information requests, as well as performing administrative functions such as preparing correspondence, coordinating internal and external meetings and events. Anticipates needs and provides administrative support to the director during labor negotiations; performs work on special projects as assigned.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Executive Administrative Support Essential Duties: <ul style="list-style-type: none"> • Draft, review, and send communications on behalf of the HR Director. • Organize and/or prepare confidential or sensitive reports, memos, records, and other documents. • Review incoming memos, submissions, and reports to determine their significance and plan their distribution. • Manage scheduling and meeting preparation for the HR Director. • Provide administrative support for meetings as assigned, including agenda preparation, note taking, minutes, action item tracking, etc. • Organize and maintain records and documents for labor relations, BOLI complaints, litigation, and related confidential matters. • Conduct research, compile data, and prepare information for director's review and consideration. • Screen emails, calls, and visitors by responding to questions or directing to appropriate resource as necessary; prioritize matters for immediate attention. 	60%
2	MFA: General Office Operations Essential Duties:	30%

	<ul style="list-style-type: none"> • Coordinate, schedule, and provide administrative support for HR committees and work groups, such as Policy Oversight Committee, Benefits and Wellness Committee, Labor-Management Advisory Committees, etc. • Complete a variety of special projects including creating PowerPoint presentations, Excel spreadsheets, special reports, and meeting agenda material. • Coordinate and manage budget related activities, such as processing invoices, maintaining records, compiling budget reports, and monitoring expenditures. • Process contracts and serve as liaison with Finance department. 	
3	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> • Perform research on a wide variety of subjects and report on findings. • Coordinate and manage special projects, as assigned. 	10%
Percentages should total 100%		100%

Special Requirements:

Physical Requirements:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. May interact with or be exposed to emotionally charged people and situations.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____