



IT Administrative Assistant

Position Overview:

Under general direction and supervision, assists with the development of work procedures; provides assistance in administrative and complex clerical matters; assists with the development of departmental policies and procedures; prepares reports; compiles and analyzes data; assists with the development of department budget; performs complex secretarial duties; performs confidential duties. Reports to the IT Director.

Essential functions:

- Assist with the administration of department business functions (e.g. trains and orients employees, supervises various office functions assists with the development of new and revised agency policies, formulas and recommends for approval new and revised department policies and work procedures, assists with the implementation of new and received work procedures, provides functional supervision in matters related to accounts payable, etc.).
- Provides back-up to Help Desk.
- Orders and restocks supplies for printers/copiers.
- Assists with requisitions for yearly budgeted vendor requests/orders for the IT Department
- Serve as liaison between department and other county departments, various state agencies, vendors, and the general public.
- Receives and resolves complaints; provides a variety of information regarding services, projects and the overall operation of the IT department
- May represent department at various meetings, conferences, seminars, and other matters.
- Researches, compiles and analyzes data; prepares reports and recommendations associated with IT operations; prepares a variety of operational reports.
- Prepares documentation related to the purchase of supplies, materials, and equipment.
- Processes all invoices for payment by Auditor; ensures receipt of supplies, equipment or other material, prepares required documentation to initiate payment; receives checks from Auditor;
- Ensures accuracy and disseminates payments; receives and responds to billing inquiries.
- Compiles fiscal data utilized in the development of the department's annual budget; reviews financial documents statements to ensure accuracy; ensures that reimbursement is properly processed.
- Performs clerical duties that may be confidential in nature.

- Types a variety of documents (e.g. correspondence purchase orders, vouchers, memorandums, financial statements, etc.)
- Schedules meetings and appointments, makes accurate files, etc.
- Enters and retrieves data from computer systems.
- Prepares PowerPoint, Excel, Word documents
- Facilitates the technology associated with Audio Visual (A/V) meetings

Supervisory:

- May oversee employees and vendors engaged in specific projects.

Knowledge, Skills and Abilities:

- Knowledge of office practices and procedures, the government structure and process, supervision, departmental policies and procedures, and office administration.
- Competencies needed: good verbal and listening skills, patience, quick thinking, accuracy, professionalism, positive attitude, willingness to learn new things and help others, flexibility, good organizational skills, basic accounts payable/accounts receivable.
- Ability to define problems, collect data, establish facts and draw a valid conclusion.
- Ability to calculate fractions, decimals, and percentages, prepare meaningful, accurate and concise reports.
- Ability to handle sensitive contracts with superiors and the public.
- Working knowledge of Microsoft Office (Excel, Word, PowerPoint)
- Knowledge of county purchasing procedures.

Education and Experience:

- Completion of secondary education, supplemented by coursework in office practices and procedures plus two (2) years of office administration experience involving extensive public contact and complex secretarial responsibilities. Must hold and retain a valid driver license and must be able to qualify and remain on the county vehicle insurance program.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.