

VACANT POSITION
DEPARTMENT: PARKS & PUBLIC GROUNDS
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to the HUMAN RESOURCES OFFICE
CLOSING DATE: Open Until Filled

Job Title Administrative Assistant II (Position #2549)
Salary: Pay Grade 7, Hiring Salary Range: \$38,584 per year
 Provision of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 7:00 am – 4:00 pm; M-F; occasional overtime required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state awarded GED required; with a minimum of three (3) years of general office, clerical, bookkeeping, and/or accounting experience (or related) required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a current valid Georgia driver's license. Must be able to become Department of Corrections certified to supervise minimum security inmates. Must have working knowledge of Microsoft Office products. Must be Proficiency in Excel & visualizing preferred.

GENERAL STATEMENT OF JOB: Under limited supervision, this position is responsible for performing administrative support staff duties which include clerical and administrative activities. Duties include typing, operating a computer, filing, coordinating calendars and schedules of managers, completing various reports and documents and answering and directing telephone calls. This position may also be responsible for assisting the general public with questions and inquiries. Reports to the Parks, Public Grounds, and Public Works Director. Duties will include competent knowledge and use of Microsoft Excel.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machine, including typewriter, computer, printer, copy machine, facsimile machine, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Acts as the Secretary for the Parks, Public Grounds, and Public Works Director by scheduling meetings, arranging calendars, taking messages and composing correspondence.

Types correspondence and memos for the Parks, Public Grounds, and Public Works Director such as supply requisitions, accident/loss reports, etc.

Utilized Finance software to provide purchasing support for the department.

Performs a variety of receptionist duties such as greeting visitors, answering incoming calls, relaying messages to staff members, directing visitors/callers to appropriate personnel, and providing information and assistance to callers.

Utilizes Microsoft Excel to produce and formulate pivot tables, graphs, and dashboards.

Performs customer service functions: provides information and assistance related to department services, procedures, forms, fees, or other issues; answers calls regarding park issues; answers two-way radio calls from employees and other departments; assists detail officers with exact location of road, right-of-way on roads, etc.; responds to questions/complaints, researches problems, and initiates problem resolution.

Works directly and in conjunction with the Public Works Administrative staff.

Prepares work orders for parks and public grounds; forwards work orders to employees using work order software system for completion of work.

Contacts utility protection agency (UPC) for utility locate for work orders involving digging for gas, water, telephone, television, cable, electric lines located on County property.

Prepares and/or processing departmental payroll/time card tasks, work orders, gasoline logs, work schedules, on-call schedules, work order logs, inventory lists, etc.

Maintains various personnel related information; copies and distributes employee evaluation forms; monitor work hours of part-time employees during Affordable Care Act measurement periods.

Prepares monthly reports as required.

Receives departmental invoices, verifies accuracy and forwards to appropriate department for payment.

Prepares weekly deposit from POS sales and monthly sales reports.

Maintains Department Guidelines book and manuals.

May supervise minimum security inmates in the duties of office cleaning and ordinary work.

ADDITIONAL JOB FUNCTIONS

Assists in supervising and directing department work activities when designated.

Performs other related duties as required.

October 9, 2025
ad2549b