

Administrative Assistant

Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: Administrative Assistant

DEPARTMENT: Northeast Colorado Association of Local Governments – County Express

GENERAL JOB DESCRIPTION

Under the supervision of the Northeastern Colorado Association of Local Governments Transportation Director, this person will provide clerical support.

MAJOR DUTIES AND RESPONSIBILITIES

- Will coordinate with the Transportation Director / Human Resources/ Finance Officer for all hiring of all responsible positions.
- Will coordinate all new hire drug testing with the Operation and Administrative Supervisor for County Express. Applicants must complete a pre-employment drug test prior to employment.
- Will Coordinate all driver logs and administrative reports on miles, hours and trips with the Area Supervisors/ Dispatch Staff for inclusion in the operations report
- Will coordinate training of drivers and dispatchers with the Area Supervisors/ Dispatch Staff. New hires must also complete an orientation and safety training course prior to driving for County Express.
- Responsibilities as assigned or as delegated by the Transportation Director.
- Complete purchase orders (P/Os) on expenses and purchases. Must also keep a spreadsheet of P/Os made and track as P/Os are processed and accounts are paid.
- Establish a system for tracking, organizing and making regular deposits from fares
- Track and organize all bus passes and tickets
- Oversee any activity with Petty Cash and reconcile weekly
- Review monthly time cards and transfer to computer spreadsheet in preparation for payroll, then submit to Transportation
- Review, approve and sign off on any employee monthly expenses, to be turned in with a purchase order for any employees needing
- Maintain locked, confidential files in regard to all drug and alcohol testing, to be picked up monthly by the Transportation Director and filed at main headquarters in DQ files
- Participate in the hiring process with the Transportation Director as requested.
- Maintain a filing system that tracks all job duties, staff information, incidents, purchase orders/expenses, safety meeting information, route and fee schedules, ridership records, logs, etc.
- Ensure that all staff has current copies of the NECALG Employee Manual as well as Transit Policies and Procedures. Conduct Policy and Procedure training once a year.
- Inventory management with budget considerations

QUALIFICATIONS

Education:

Position requires a High School Diploma or GED

Experience:

- Must have general knowledge of computers and Microsoft Office programs.
- Must possess a valid Colorado Driver's License
- Background in the Federal Transit Administration Rules, Regulations and Policies is preferred.
- Familiarization of CDOT rules and regulations is preferred.
- A pre-employment drug test is required.
- Accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well organized and self-motivated