

**COPY**

**POSITION DESCRIPTION  
COUNTY OF BROWN, INDIANA**

**POSITION:** Administrative Assistant/Human Resources  
Benefits/Compliance Manager  
**DEPARTMENT:** Board of Commissioners  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technology)

**DATE WRITTEN:** October 2021

**STATUS:** Full-time

**DATE REVISED:** July 2023, October 2023

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Brown County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant/Human Resources Benefits/Compliance Manager for Brown County Board of Commissioners, responsible for preparing and processing claims, and performing clerical duties.

**DUTIES:**

Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.

Interacts with the public, explaining County procedures, interpreting rules and regulations, hearing complaints, and taking appropriate actions directed by Commissioners. Performs duties of community outreach.

Oversees, and executes county activities as directed by Commissioners in compliance with federal and state laws.

Assists in administration and enforcement of policies, resolutions, and communications with County Commissioners.

Oversees employee benefits budget and works with the Board of Commissioners and the County Council on creating a comprehensive and economical spending plan.

Assists elected officials, department heads, and employees in understanding and utilizing benefits. Coordinates use of job descriptions and forms required for administration of programs.

Assists in administration and enforcement of Human Resource policies, including recommending, and updating policies and resolutions of the Board of Commissioners.

Advises the Board of Commissioners, Human Resource Coordinator, elected officials, department heads, and employees on risk management opportunities to decrease the potential of discriminatory lawsuits that may arise.

Collaborates with Human Resource Coordinator and Commissioners pertaining to disciplinary actions, and employee handbook revisions.

Assists and coordinates efforts in developing, implementing, and maintaining comprehensive compensation and benefits plans that are competitive and cost-effective. Reviews benefit plans annually and makes recommendations for improvements.

Advises appointed and elected officials on matters of personnel policies, recommending specific courses of action as appropriate. Oversees compliance with state and federal employee/employer regulations, including but not limited to, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), and Department of Labor (DOL) regulations.

Performs administrative support functions for executives, including maintaining calendar, scheduling meetings, making travel arrangements for Commissioners and receiving, opening, sorting mail, and occasionally responding to Commissioners' mail, preparing correspondence and reports, maintaining files, and typing, preparing legal advertisements and distributing to local newspapers.

Compiles data and collects information for special reports and projects and assists with annual budget preparation.

Serves as contact person for the Veteran's Office, Planning and Zoning Office, Emergency Management Office, GIS Office, Information Technology Office, Human Resource Coordinator and Maintenance Office.

Submits timesheets for processing and Commissioner's signature prior to submission for payment for the following offices: Veterans, Emergency Management, Information Technology, and Maintenance.

Provides support services to County Redevelopment Commission and County Council as needed. Serves as Commissioners staff contact between County RDC, County Council, County attorney, and County financial advisor.

Assists County's attorney as needed and directed including conducting legal research for Commissioners or attorneys and tracking lawsuits.

Attends and records County Commissioners' proceedings as scheduled. Prepares documents that require Commissioners signatures, including but not limited to agendas, legal advertisements, resolutions, and ordinances. Provides notification of Commissioners' decision to appropriate parties.

Maintains official records of the County Commissioners, including but not limited to, agendas, ordinances, resolutions, contracts, and budget documents, uploads minutes as required, and prepares documents to be placed on website as requested.

Maintains vendor contracts for all County departments as required. Processes request for proposals for service contracts or accepts and/or processes proper bidding for eligible service vendors.

Maintains monthly collections and inspection reports for County departments.

Maintains communication between Commissioners and personnel from various County departments, other government departments, agencies, and the public regarding County Commissioner matters.

Researches prior meeting minutes and agendas of Commissioners and Council, past appropriations, salary ordinances, resolutions, vendor contract validity, and data maintained by Auditor and other County departments.

Assists with implementing strategic plans.

Evaluates systems and trends, identifying problems, anticipating requirements, preparing, and making presentations, and recommending strategies to the Board of Commissioners.

Assists with or serves as project manager on special projects assigned by the Board of Commissioners.

Prepares and submits Department claims and vouchers, including verifying invoices, proofreading, and reconciling balances. Maintains and reconciles County Commissioners' credit card statements.

Collects data for County contracts and projects as requested by Commissioners, coordinating bi-weekly meetings with Elected Officials/Department Heads for planning and execution of ongoing County projects and collaborating with Department Heads in relation to coordinating improvement projects.

Administers and maintains Commissioner Department budget, including encumbrances, monitoring account balances, requesting fund transfers as needed, and ensuring cost-effective operations and accurate recordkeeping, including fiscal projections and making recommendations as appropriate.

Assists in conducting fiscal and management research and compiles data for comparative analysis. Informs Commissioners, County departments, and agency officials on budgetary matters. Ensures communications, orders, and directives emanating from Commissioners are performed accordingly.

Assists with computerized inventory system for fixed assets. Assists in coordinating insurance coverage for fixed assets and forwarding reports to the Board of Commissioners and Insurance Committee.

Performs duties of County Asset Management by creating procedures for reporting by County entities and database for tracking assets including maintenance and depreciation. Develops and maintains unified system for fleet management tracking, including maintaining ongoing inventory system for vehicles owned by the County. Obtains appropriate titling and licensing for each vehicle.

Reports to Council on projects and updates on needs requested by citizens and County entities. Provides reports and/or newsletter.

Attends training sessions and conferences.

May assist with emergencies or disasters in other departments on a temporary basis.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE with two (2) years previous office experience and experience in public sector and finance preferred.

Ability to meet all departmental hiring and retention requirements, including passage of a drug test.

Working knowledge of legislative and executive functions of County Commissioners.

Working knowledge of standard office procedures, computer skills including data processing, spreadsheet, and email, as well as Department-specific software applications with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with the ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and financial statements as required.

Ability to properly operate standard office equipment, including computer, calculator, fax machine, copier, and telephone.

Ability to compare or observe similarities and differences between data, people, or things and apply knowledge of people and locations.

Ability to compile, collate, and classify data.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain high confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended and evening hours to attend meetings.

Possession of a valid driver's license with demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties with work priorities and schedules primarily determined by the Board of Commissioners. Assignments are guided by definite objectives using a variety of methods and procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Incumbent must have Commissioners' permission to deviate from policies and procedures. Errors are primarily detected through standard bookkeeping checks. Work errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for the purpose of exchanging information and rendering services.

Incumbent reports directly to the Commissioners.

#### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, close/far visions, color/depth perception, grasping/fingering/handling objects, bending/reaching, carrying/lifting objects weighing less than 25 pounds, keyboarding, driving, speaking clearly, and hearing sounds/communication.

Incumber is occasionally required to work extended and evening hours to attend meetings.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Administrative Assistant/Human Resources Benefits/Compliance Manager for the Brown County Board of Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name