



Tim Redepenning
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TO: Goodhue County Personnel Committee
FROM: Tim Redepenning, Facilities Maintenance Director
DATE: May 21, 2024
RE: Administrative Assistant – Central Services

Summary:

Facilities Maintenance is requesting authorization to add an Administrative Assistant – Central Services position in 2024.

Background:

Currently, our door greeter/reception area is staffed by a temporary employment agency. We are looking to discontinue the use of an outside vendor to staff this position and hire a full-time Administrative Assistant – Central Services employee to staff this position.

This position will act as a receptionist for the departments by greeting the public and directing them to the appropriate resources. The position will also perform a variety of routine and complex secretarial/clerical work as administrative support for facilities maintenance and County Administration.

The position has been reviewed by DDA and will be paid at salary grade 105 (\$47,923.20 - \$74,276.80), which is comparable to other position with similar duties and required skills.

Recommendation:

We recommend posting this position internally and externally.

Find your Good here.

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Administrative Assistant-Central Services
Department: Building Maintenance
Location: Main Entrance
Supervisor(s): Facility Maintenance Director

Date: April, 2024

PRIMARY OBJECTIVES OF POSITION:

Under limited supervision the Administrative Assistant - Central Service performs a variety of routine and complex secretarial/clerical work providing administrative support for Facilities Maintenance and County Administration.

JOB TASK AREAS OF RESPONSIBILITY:

ESTIMATED PERCENTAGE OF TIME:

% OF TIME	TASKS
30%	Acts as receptionist for the departments by greeting public, screening, and referring the public to the appropriate resources. A. Acts as mail intake person. B. Coordinates meetings, appointments, and miscellaneous scheduling duties.
15%	Process billing and voucher payments for Facilities. Types, prepares, processes, copies, distributes, and files a variety of correspondence, summaries, reports, and other documents in an accurate and timely manner by operating various office equipment depending on the needs of the departments.
30%	Receives staff work requests, completes work order scheduling, asset management, and expense tracking through Asset Management and Work Order System.
10%	Order supplies and materials and track inventory as assigned.

15%	1. Assist other departments with administrative work as assigned.

The essential functions of this position are listed above. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

None

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Will work with Facilities Maintenance, Administration, and other departments as needed.

External

- Will communicate with external vendors and citizens as directed.

SUPERVISORY AUTHORITY:

Scope

None

<p>Effectively Recommend</p> <p>Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>	<p>Take Action</p> <p>Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>
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SUPERVISION PROVIDED:

This position will be supervised by the Facilities Maintenance Director.

EXTENT OF SUPERVISION PROVIDED:

None

KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Requirements:

1. Demonstrate strong verbal and written communication skills.
2. Ability to exercise good judgement when interacting with state and local officials, county

personnel, county employees, other government agencies, and the general public.

3. Ability to establish and maintain effective working relationships with coworkers, supervisors and members of the public.
4. Maintain data privacy and confidentiality as required.
5. Ability to follow written and oral instructions.

WORK ENVIRONMENT:

This position requires indoor work in an office setting where there is little lifting, dust, and noise. Sitting at a desk is done for the majority of the day using various office equipment such as computers, calculators, adding machines, photocopiers, fax machines, multiphone system, and other specialized equipment. This position will also require standing for periods of time for filing.

While performing the duties of the position, the employee is required to communicate, and operate objects and multiple office equipment to accomplish the duties and tasks of the position

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.



16.5 REQUEST FOR APPROVAL TO HIRE

DEPARTMENT & POSITION INFORMATION

Department: _____ **Date:** _____

Submitter Name: _____

Position Title: _____ **Position Reports To:** _____

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) → Replacing Who? _____

New Position

Classification: Full Time Part Time *If part-time, what FTE?* _____

Status: Permanent Temporary/ Seasonal (67 day) Intern – paid

How does Goodhue County staff in this position compare to similar sized counties? *Attach additional sheets, if needed.*

BUDGET & SALARY INFORMATION

Budget Impact

- Replacement position in budget
- New position in budget
- New position **not** in budget

Has this job classification been evaluated by DDA?

Yes No

Total Budgeted: _____

Starting Pay Grade/ Step _____ / _____

FLSA Status:

Exempt (salaried)

Non-Exempt (hourly)

	Coordinated PERA	Police & Fire PERA	Correctional PERA
Employer PERA %	_____	_____	_____
Hourly Rate	_____	_____	_____
Annual Hours	_____	_____	_____
Annual Earnings	_____	_____	_____
Employer PERA	_____	_____	_____
Social Security	_____	n/a	_____
Medicare	_____	_____	_____
Life Insurance	_____	_____	_____
SUBTOTAL	_____	_____	_____
Medical (<i>Single, Plan 1</i>)	_____	_____	_____
HSA (<i>Single, Plan 1</i>)	_____	_____	_____
TOTAL COMPENSATION	_____	_____	_____

Insurance Cost for 2024:

Plan 1: \$8,614.56 (single) / \$18,945.84 (family) + HSA: \$1,600 (single) / \$3,200 (family) / **Plan 2:** \$6,024 (single) / \$13,775.76 (family) + HSA: \$4,025 (single) / \$8,050 (family) / **Basic Life:** \$54.24

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc. *Attach additional sheets, if needed.*

JOB POSTING

Job Posting Type: Internal only Internal & External
Have you completed your 100-point list for Veterans Preference? Yes No
If yes, be sure to submit your list to HR.

Who should have access in ADP to the job applications? *(individuals must be in a management position)*

Name: _____ Name: _____
Name: _____ Name: _____

Additional Posting Requests:

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No
Recommendation: Approve Hire Deny Hire

Comments:

HR Manager Signature: _____ **Date:** _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments:

County Administrator Signature: _____ **Date:** _____