



Johnson Count Commissioners' Assistant

Salary: Commensurate based on experience

Supervisory Responsibility: The Administrative Assistant reports directly to the Board of County Commissioners and serves as clerk to various boards and commissions in addition to providing support services to Johnson County.

Job Summary: The Administrative Assistant to the County Commissioners serves as a liaison to the public and provides support to Board of County Commissioners.

Qualifications: Bachelor degree or commensurate work experience.

Essential Skills:

- General receptionist and secretarial duties
- Receive and process correspondence including email
- Draft letters for commissioners' review
- Track grant and project budgets via Excel
- Set commissioners' agenda and ensure press and other parties are notified
- Act as liaison between county offices, boards, and state agencies
- Draft and manage the commissioners and special project budgets
- Coordinate commissioners' calendar and schedule usage of the meeting room
- Secretarial and financial support for Criminal Justice Center Joint Powers Board
- Secretarial support for the Board of Health
- Research as requested by commissioners
- Manage hangar leases for the Airport Board
- Attend City/County meetings. Order breakfast and provide agenda every other month
- Serve as administrator to the county website
- Prepare necessary documents and provide additional support to the commissioners, clerk, treasurer and assessor for budgeting process
- Coordinate the County Commissioners Scholarship with application and selection process
- Coordinate the TANF applications, consolidate all information and forward to TANF program manager
- Coordinate with the 1% committee on application, selection, and notice of awards
- Track petty cash and greeting cards
- Order office supplies when needed
- Bind documents and laminate documents for departments as needed
- Design forms and signs as needed
- Other duties as assigned

To Apply: Please submit resume, references, and letter of interest to:

County Commissioners' Assistant Position

C/O Johnson County Commissioners.

76 N Main Street

Buffalo WY 82834

Electronic submissions should be directed to commissioners@johnsoncowy.gov