

Office Manager

Lincoln County

Highway Dept

POSITION SUMMARY

Under the supervision of the Lincoln County Director of the Highway Department, the Office Manager is a non-exempt position under FLSA. Primary responsibilities include general bookkeeping and secretarial duties. This position also maintains records, purchases needed work materials, assists with scheduling work assignments, and dispatches. This employee must be able to work without direct supervision and be able to handle numerous job responsibilities at one time. Excellent organizational, communication and public relation skills and handling confidential information is required.

ESSENTIAL FUNCTIONS

- Serves as primary contact for the department, answers incoming radio and telephone calls in a professional and pleasant manner;
- Records all incoming calls in a call log to be inspected by the Director or Supervisor;
- Enters Data into various programs for the department's records;
- Files for storage: records on equipment, bridges, roads, employees, inventory and consumables;
- Maintains accurate records of equipment purchases and maintenance costs;
- Maintains all State and Federal licenses, and transfers personnel credentials to Human Resource Officer;
- Assists with completing and maintaining State bridge project paperwork;
- Responsible for accounts payable expenses;
- Manages accounts receivable for the department;
- Reports employee requests for leave time to be approved by the director and transfers timecard information to Human Resources;
- Stores for inspection: gravel records including gravel agreements, yards of gravel removed from each pit and state reports for mining and license;
- Actively implements Mobile 311 for data sharing;
- Assigns daily work orders in the absence of the Director and Road Supervisor;

AUXILIARY FUNCTIONS

- Assists with Federal and State agency reports and correspondence;
- Records department One-Calls;
- Updates safety and education training records and MSDS sheets;
- Serves as dispatcher for the department;
- Meets with Board of County Commissioners in the absence of Director and Supervisor;
- Attends and participates in training and educational sessions for department employees;
- Provides documents requested by the Open Records Officer;
- Assists with Emergency Preparedness response as assigned, according to the chain of command;
- May be required to work overtime in emergency situations ex. snow or flood;
- Performs other duties as deemed necessary or as assigned.

Office Manager
Position Requirements

Lincoln County

Public Works

EXPERIENCE: Two years minimum experience in related clerical work. This employee is expected to acquire necessary skills to perform the job in a reasonable manner within six months of employment.

EDUCATION: High school diploma or GED is required.

TECHNICAL SKILLS: This employee must have the ability to operate a computer and computer software, printers, calculator, telephone, other office equipment, and to perform basic mathematical and bookkeeping functions. This employee must have the ability to read and understand written instructions, interpret legal descriptions, plans, maps, schematics, reports and regulations. This employee should have experience with obtaining bids or quotes when purchasing supplies. This employee must possess a strong command of the English language and have the ability to communicate effectively both verbally and in writing. This employee should have excellent managerial, organizational and public relation skills.

PROBLEM SOLVING: Independent problem solving is a major factor in this position. Problems this employee may encounter include dealing with equipment malfunctions, adverse weather, prioritizing projects and dealing with public concerns regarding road and bridge operations.

DECISION MAKING: Independent decision-making is a factor in this position. This employee makes decisions about prioritizing projects and dealing with public concerns.

SUPERVISION: This employee works under the supervision of the Director of Public Works and Road and Bridge Supervisor. This employee is responsible for the coordination of personnel in the absence of the Director of Public Works and Road and Bridge Supervisor.

FINANCIAL ACCOUNTABILITY: This employee is responsible for county equipment and resources and has the authority to purchase supplies and shop equipment.

PERSONAL RELATIONS: Frequent contact with the general public, co-workers, and supervisory personnel is expected.

WORKING CONDITION: Working in an office setting with a computer and other office equipment is the primary aspect of this position. However, some adverse working conditions exist within this position. Exposure to large and small machinery and equipment, excessive noise, hazardous chemicals and all types of weather conditions are expected. There may be occasional confrontations with members of the public.

PHYSICAL REQUIREMENTS: Although this is primarily an administrative position some adverse conditions this employee may encounter include, occasionally performing manual labor including lifting and carrying heavy objects, walking, kneeling, climbing and bending.

ATTENDANCE: Employee must be at their job performing essential duties on a regular and continuing basis with no excessive absences. Employee must follow time clock and leave time policies.