

POSITION DESCRIPTION

Class Title: Office Manager
Department: Secondary Roads
Department
Bargaining Unit: Excluded
Date: July 1, 2015

Job Code Number:
Grade Number:

Location: Courthouse

GENERAL PURPOSE:

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, records management, payroll processing, and bookkeeping.

SUPERVISION RECEIVED:

Works under the general supervision of the County Engineer, according to an established work routine.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.

Compiles data for required Annual Reports and as necessary for routine audits. Prepares and submits the County's Annual Report for Secondary Roads to the Iowa Department of Transportation.

Processes all claims for payments from vendors and contractors per the requirements of the Auditor's Office. Serves as cashier including receipting payments, and posting monies to appropriate accounts.

Is in charge of maintaining and filing all records.

Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports.

Answers central telephone system and mobile radio base station.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Operates office machines as required.

Issues various permits as assigned.

Receives, stamps and distributes incoming mail, processes outgoing mail;

PERIPHERAL DUTIES:

Provides backup to related positions;

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares and maintains employee time and other personnel records for the department.

Prepares and maintains library inventory for department.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- B. Four (4) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- C. Experience with general governmental or construction practices.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- B. Skill in operation of some tools and equipment.
- C. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED:

Multi line phone system; personal computer; copy machine/scanner/fax machine; base radio; 10-key calculator; typewriter.

PHYSICAL EXPECTATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical

COMPLIANCE:

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, is required; and abide by any applicable terms of the collective bargaining agreement.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

Approval: 
County Engineer

Approval: 
Chairman, Board of Supervisors

Effective Date: 7/1/15

Revision History: _____