

## WASHINGTON COUNTY

### Job Description

#### **JOB TITLE: Office Manager - Road Department**

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Exempt (Y/N): No

DEPARTMENT: Road Department

DATE REVISED: October 2011

SUPERVISOR: Asst. Road Superintendent

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#### **SUMMARY:**

The Office Administrator performs general administrative and secretarial duties for the Road Department. The incumbent has the responsibility to maintain and manage the general office to provide support for all departments within the Road Department and to interact with the public over incoming road matters. This employee has considerable public contact over the telephone, various other road department staff, the comptroller's office, personnel, and various vendors. The Office Administrator provides supervision to the Secretary in the department. Acts as receptionist for the office, answers telephone calls, and provides general assistance in order to maintain office continuity. Ensure that all office functions are performed efficiently and in a professional and timely manner. Ensure that each situation is handled according to County policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform secretarial duties for the County Road Department in an efficient and professional manner. Prepare reports (financial and non-financial) for Road Department.
2. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
3. Operate computer efficiently. Be knowledgeable in Microsoft Word and Excel. Microsoft Access and Artview helpful but not required.
4. File work orders, post individual fill invoices, and daily gravel hauled from the crusher to various locations.
5. Perform secretarial duties such as filing, photocopying, posting notices, and distributing materials.
6. Perform general filing of purchase orders, personnel forms, time clock, comptroller reports, crusher reports, tile invoices, road sign invoices, gravel agreements, project reports etc. in an efficient manner. Assist in paying bills. Maintain Road Superintendent, Shop Supervisor, and Parts Manager's purchase cards monthly.
7. Prepare, distribute, and file various monthly reports to include grader reports, crusher reports, gas, oil, and diesel reports, judges report, etc.
8. Quote tile prices over the telephone, and maintain a record of all tile brought in and checked out, and record tile inventory in Excel.
9. Record road, bridge, drainage, Tile, and brush hog complaints and record complaints in appropriate log.

10. Maintain checks and monies for tile sales, record, and deliver to Treasurer's office on a daily basis. Also, maintain petty cash; approximately \$200,000 in checks per year.
11. Interact with FEMA. Process FEMA reports as needed during and after disasters.
12. Maintain adequate supplies and forms in the office. Replenish by ordering or purchasing as necessary.
13. Support HR function within the Road Department and training support from County Administrative Offices.
14. Maintain filing system for the office to include all files, unrelated papers, and county project files.
15. Perform other office functions as directed by the County Road Superintendent and Assistant Road Superintendent.
16. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
17. Regular attendance is required.
18. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

The incumbent has direct supervisory responsibility for one secretary and indirect support for all of the Road Department staff (80 employees) in the Road Department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) is required; two (2) years formal business/secretarial school, and minimum of five (5) years general office and secretarial experience.

**OTHER SKILLS and ABILITIES:**

The diversity of activities requires organization skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public and others. The incumbent in this position should possess excellent communication and human relation skills as this position has extensive public contact. Machine skills required are typewriter, computer, transcription equipment, calculator, multi-line telephone system, base radio, photocopier, and FAX machine. The incumbent should possess a clear voice and proper usage of the English language when answering the telephone. The incumbent must be proficient in the use of Microsoft Excel and Word.

**PHYSICAL DEMANDS:**

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 regularly required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 pounds.

**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 usually moderate.