
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Public Works	CLASSIFICATION:	466
SUPERVISOR:	Director of Public Works	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	697/Road-Parks

GENERAL STATEMENT OF DUTIES: Perform a complex variety of administrative and office support duties in support of the Department. Do related work as required.

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

Assist Director in planning and coordinating department office operations and other special projects. Oversee operations of all office functions and make suggestions for improvement to Director.

Compute equipment rental charges, labor costs and equipment costs for department activities. Maintain costing of materials and supplies, payroll and purchases for cost accounting. Distribute costs on the basis of the type of project and particular road involved. Balance costs to account for all labor, equipment and material charges

Compile invoices and prepare claims for payment. Prepare claims for data entry and balance and file all claims for fiscal year.

Order various materials and supplies for office and outlying shops.

Maintain leave accruals. Prepare reports and copies to shops. Assist employees with questions on employment benefits, insurance, etc. Maintain time cards on departmental employees and ensure receipt by Accounting for payroll. Compute overtime/compensatory time and maintain appropriate records. Prepare draw slips for employees. Prepare personnel action for employees and new hires. Process meal tickets, money and receipts.

Process all road access, utility and hauling permits and distribute appropriate copies.

Prepare and issue monthly billings to other departments, agencies or persons for services rendered, and gas, oil and equipment repairs incurred.

Keep records and prepare reports on equipment for insurance purposes in a timely manner. Keep records on all new purchases, old equipment, auctions, employee drivers' licenses for insurance.

Maintain records of supplies, including gravel, oil, fencing material, and bridge material. Inventory supplies to ensure quantities agree with material use reports. Maintain equipment inventory records. Maintain equipment papers and titles.

Input data into computer system. Prepare reports from data base.

Assist in the development and implementation of policies and procedures affecting office operations. Create forms for office use. Do routine office work as required.

Coordinate daily office functions with other office support staff, delegating as appropriate.

Answer telephones, greet visitors and response to requests for information and assistance.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Limited supervision of office clerical personnel. Supervision includes coordination and monitoring of work schedules, relaying and monitoring assigned work and reporting performance issues to the Director.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Public Works Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS 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: Equivalent to an Associate's degree in business, office management, bookkeeping, accounting or related field. Four years of progressively responsible experience in office management, accounting or bookkeeping. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

NECESSARY SPECIAL QUALIFICATIONS: Must possess valid driver's license and be insurable under the County's liability insurance policy.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and payroll principles and practices. Considerable knowledge of office management methods and procedures. Strong familiarity with the use of standard office equipment and with the use of personal computers and business software such as word processing and spreadsheets.

Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

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.

Minimal, involving the movement of files, books, equipment, etc, seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

JOB DESCRIPTION: **OFFICE MANAGER I**

DATE: 07/01/2010

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General office environment.