

APPANOOSE COUNTY SECONDARY ROAD DEPARTMENT

Job Description

JOB TITLE: Office Manager

Exempt (Y/N): No

SALARY LEVEL: \$ TBD/HR

LOCATION: 1200 HWY 2 WEST

PREPARED BY: MACKENZIE MILANI

APPROVED BY: BRAD SKINNER

JOB CODE: FULL TIME

DIVISION: ENGINEERING

DEPARTMENT: SECONDARY ROAD

SUPERVISOR: COUNTY ENGINEER

DATE POSTED: Jan 28, 2025

Purpose: Under general supervision, this person is responsible for clerical support and accounting functions that require the exercise of independent judgment within the confines of established policies, procedures, and related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Performs clerical and accounting work in support of the Secondary Roads Department: responsible for office procedures involving bookkeeping, accounting, materials and equipment purchases, budget preparation, payroll, worker's compensation, invoices, correspondence, filing, annual reports, billings, delinquent bill collection, and claims payment; purchases office equipment and supplies; answers a wide assortment of inquiries from citizens.

Types, files and tracks correspondence and records related to the Secondary Road Department employees involving job performance evaluations, grievances and grievance resolutions, payroll and worker's compensation first injury reports. Understands HIPPA and other confidentiality laws and policies in performing this work.

Performs clerical and accounting work requiring a thorough knowledge of department policies and procedures. Coordinates accounting and record keeping responsibilities with the County Auditor and Treasurer. Must have the ability to work with Computer software such as Solutions, Microsoft Office Suite with a proficiency in Excel. Answers a wide assortment of personal, telephone and written questions from the citizens regarding operation of the Department in a respectful manner.

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

Composes and types routine correspondence.

Files correspondence and other records.

Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.

Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.

Compiles and types statistical reports.

Records/transcribes minutes of meetings.

Makes copies of correspondence or other printed matter.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to learn and 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:

Graduation from high school or G. E. D.

Three years' experience in work related to the work described above.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, percent and draw or interpret graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Be able to learn and work with a copier, telephone/FAX, printers, and computers. Must have the ability to read and create maps.

IOWA DRIVERS LICENSES CLASS “C”.

Ability to be covered by County Workers Compensation and Liability Insurance.

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.

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perception, clarity of vision 20” or less to view computer screens, legal documents and property description cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

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.

Work is performed in a typical office environment and has no unusual exposure to environmental issues. Performs multiple duties during a short period of time. Performs duties in stressful situations brought on by public demands

COMMENTS: