

Job Description: OFFICE MANAGER (ROAD & BRIDGE)

CLASS NO. 2114

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Provides a broad range of office management assistance to the County Engineer, including assigning tasks to Secretary I and Secretary II in County Engineer's office and coordinating activities for payroll, inventory, and purchasing.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Engineer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers, road foreman, solid waste superintendent, environmental health employees, parks employees, other county offices and the general public.

EXAMPLES OF WORK

Essential Duties*

Oversees and assists in the secretarial and clerical tasks of the County Engineer's office;

Assists the general public and county officials concerning public works issues or directs to the appropriate official;

Coordinates the County Engineer's calendar, including scheduling appointment and meetings and making reservations for professional seminars;

Performs general office secretarial duties including correspondence, purchasing, payroll and inventory, processing daily mail, and greeting and assisting the general public, etc.; and

Maintains accurate readily accessible office filing system which includes project files, personnel files, equipment files, purchasing files, and contract document files.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2114 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; and correct business English, spelling, punctuation, and arithmetic.

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate modern office equipment including typewriter, calculator, and copy and fax machines; accurately type at a speed of 50 words per minute; take complete and accurate messages; establish and maintain effective working relationships with co-workers, other county employees, officials, and the general public; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least four years of office administration and related secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.