

Job Description: OFFICE MANAGER
(SOLID WASTE DEPARTMENT)

CLASS NO. 2209 **EEOC CATEGORY:** Office and Clerical
PAY GROUP: 16 **FLSA:** Nonexempt

SUMMARY OF POSITION

Provide a broad range of office management assistance to the Director of Solid Waste, including assigning tasks to Secretary II. Maintains departmental records, including personnel, contracts, accounts payable, purchasing, payroll, budget, annual and quarterly reports, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Solid Waste.
2. Directs: Administrative operations.
3. Other: Has daily contact with various governmental entities, department heads, other county employees, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

Oversees and assists in the secretarial and clerical tasks of the Solid Waste Department;

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

Coordinates the Director of Solid Waste's calendar, including scheduling appointments and meeting and making reservations for seminars and etc.;

Perform general office secretarial duties including correspondence, purchasing, accounts payable, preparing purchase orders and recording necessary information as requested, processing daily mail, and greeting and assisting the general public, etc.;

Prepares and updated bid packets, contracts, agreements, reports, etc., as requested;

Maintain accurate readily accessible office filing system which includes project files, equipment files, purchasing files and contact document files.

*for the purpose of compliance with the American with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 2209 (Continued)

Order supplies from department generated list as requested; accept shipments and distribute to appropriate departments; move light objects such as supplies, mail and files short distances as required;

Handles accounts payable for solid waste, including designating invoices to line item accounts, preparing purchase orders, annual budget information and recording necessary information;

Maintains and updates personnel records for solid waste department, including completing necessary forms and distributing copies to appropriate departments and individuals;

Maintains employee timesheets, updates employee leave records, enters information into computer, calculates payroll, enters data into ledger, and provides County Treasurer with necessary information;

Prepare newsletters, including compiling information, entering data into computer, editing information, mailing or faxing as required;

Compiles monthly expenditures for solid waste to balance with the County Auditor's office;

Attends Department Head meetings as needed;

Other Important Duties*

Performs such other related duties as may be assigned.

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 40 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 communications.

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

Appropriate Texas driver's license.

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