

# **ADMINISTRATIVE MANAGER**

## **JOB DESCRIPTION**

### **GENERAL DESCRIPTION**

Under supervision, employees of this classification perform administrative tasks within the secondary road department including payroll, employee information and benefits, county budgeting and reports to state agencies, handles departmental receipts, tracks departmental income and expenses, answering telephones, handling public business at the courthouse counter, and performing accounting tasks for the department. The employee reports directly to the County Engineer and Assistant Engineer, performing the tasks of an accountant/bookkeeper and general office/facility manager.

### **CLASS AND GRADE**

The Administrative Manager position is a full-time position. An employee entering the organization at this level generally starts at a percentage of the full classification wage and receives increases in pay commensurate with progress within the job. This is a non-union position and is considered a confidential management position. This position is not exempt, and the employee is eligible for overtime pay.

### **DISTINGUISHING CHARACTERISTICS**

An Administrative Manager acts as part of the management team within the County Engineer's Office. This employee typically performs complex clerical and accounting tasks at the direction of the County Engineer and Assistant Engineer. The employee also performs general office functions including tracking the departmental income and expenditures, performing data entry tasks, opening mail, greeting county residents and persons with business with the department and county at the counter, and answering the telephone. This employee also, independently or as part of a team, prepares or assists in the preparation of the annual budget and construction program and other reports associated with Secondary Road Department activities. The employee handles payroll and intra-county billing of other departments, and as needed assists with accounts payable and receivable for the department. The employee should be knowledgeable of Iowa Department of Transportation Specifications, Jefferson County Policies and Procedures, and general state code provisions affecting the department. The employee must possess superior public relations skills for dealing with complaints and work requests in person and on the telephone.

### **ESSENTIAL JOB FUNCTIONS**

The following functions are considered essential to the performance of the job of Administrative Manager:

1. Performing clerical tasks including, but not limited to maintaining departmental files and personnel records, and preparing and routing permits and work orders.
2. Perform advanced accounting and bookkeeping tasks including preparing payroll, handling invoices, preparing claims for payment of departmental expenses, processing accounts payable, dealing with vendors, processing accounts receivable and billing for services rendered, and handling office and shop inventories.
3. Employee will prepare reports to the county auditor, state department of transportation, state department of natural resources and other agencies regarding county expenditures, facilities management, real estate and buildings, and oversee the management of the county underground and above ground fuel storage facilities.
4. Handle complaints and work order requests from county supervisors and members of the general public. Sort and route the complaints and work orders to the appropriate secondary road staff and file the information contained in the complaints and work orders for later follow-up if necessary.
5. Operate IBM compatible personal computers to perform word processing, spreadsheet preparation, database preparation, update and maintenance.
6. Issue permits for work within the right of way, utilities, dust control, tile crossings, oversize loads and other paperwork as required for work within the county. The employee, with guidance from the County Engineer will be granted authority to issue permits. Employee will keep accurate records of permits issued and bill permittees according to county policy.

NOTE: Management has the right to add or change duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

### **MARGINAL JOB FUNCTIONS**

Employees of this classification may be assigned one or more of the following tasks on an as needed basis:

1. Run office errands to pick up office and computer supplies, drop off mail, arrange for shipping of parts, equipment, or other items, either on foot or by driving county vehicles.
2. Lifting, carrying, and storing county records in designated storage areas. This type of work may require lifting and carrying loads of up to 30 pounds.
3. Employee may assist the County Engineer or the County as a whole by serving as the departmental or county-wide safety coordinator or insurance coordinator.

4. Driving: The employee may be asked to drive alone or with others to meetings that are deemed in the best interest of the employee by the County Engineer and Assistant Engineer. Employee should maintain a valid Iowa Driver's license and be insurable.
5. Other duties as assigned by the County Engineer or Assistant Engineer.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities. The individual must also possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Superior communication skills to greet members of the general public, other county officials, vendors and others doing business with the County Engineer's Office. These communication skills should include a clear voice on the telephone and a pleasant manner for meeting persons face to face who come to the counter or office door to do business with the Secondary Road Department. Public relations are an important part of this position.
2. Superior verbal and writing skills to allow the employee to prepare correspondence, board resolutions, ordinances, and policies, take clear and concise telephone messages, process work orders for maintenance and engineering staff. Employee will assist in filing correspondence, work orders, reports, and plans that are processed by the office.
3. Superior organizational skills for handling permits for dust control, work within the right of way, roadside burning and overload permitting. Ability to organize the county filing system and assorted programs including dust control, billing of other departments and governmental organizations and processing invoices for prompt payment of departmental bills.
4. Excellent mathematical skills for checking rock tickets, invoices, purchase orders, and construction payment vouchers for the department.
5. Ability to grasp, lift, manipulate and/or carry items weighing up to 30 pounds.
6. Ability to perform work at levels from below knee level to approximately shoulder level with or without mechanical assistance to allow the employee to do filing, store office inventory, and wait on customers at the counter.
7. Ability to work with personal computers and workstations to do word processing, spreadsheets, accounting and work with county database programs. Basic understanding of computer file management and use is essential.

8. Sufficient visual acuity to read correspondence from the county engineer, assistant engineer, and other staff members and process and route mail to appropriate staff members.
9. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of beginning employment with the Secondary Road Department.
10. Ability to perform the essential functions of the job for a 7.5 hour shift with two fifteen minute breaks and a one half hour lunch period. Employee should be aware that overtime work may be required based upon the needs of the department.
11. Ability to understand and follow complex verbal and written instructions from supervisory staff.

### **SUPERVISION REQUIREMENTS**

Employees of this classification may supervise part time, temporary and seasonal clerical and data processing staff.

### **QUALIFICATION STANDARDS**

1. Completion of any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities and leads to a GED or equivalent. Some college, particularly in the areas of business, computers, or accounting is preferable, but not required.
2. Five to ten years of increasingly responsible experience in the field of personnel management, insurance, accounting or bookkeeping, banking or finance, computers, or any combination of the aforementioned.
3. Ability to use personal computers, and office equipment including adding machines, typewriters, and fax machines.