



# Uintah County

## Job Description

<b>Title:</b>	Office Manager	<b>Code:</b>	423
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Road	<b>Last Revised:</b>	11/10
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	21

### GENERAL PURPOSE

Performs a variety of **routine administrative and complex clerical** duties related to developing, implementing and coordinating records management, fiscal control, and clerical functions of the road department.

### SUPERVISION RECEIVED

Works under the general supervision of the Assistant Road Superintendent or Road Superintendent.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Provides first level contact with the general public; answers phone calls and assists walk-in public; responds to questions and takes complaints; assesses issues and emergency situations and initiates calls to service as needed to mitigate liability and public hazards; makes referrals to other departmental staff as needed to help resolve public issues; performs daily mail run; takes and transcribes minutes; performs general secretarial duties; composes letters, updates policy manuals, maintains various filing systems.

Maintains confidential departmental personnel records, including leave and time accounting; coordinates personnel actions with county Personnel Director; processes and prepares departmental payroll; receives time sheets and related work records; submits payroll detail to County Clerk/Auditor for payment.

Oversees departmental budget expenditures producing monthly expenditure and accounting reports; monitors fiscal activity to assure compliance with established budget; prepares regular reports, i.e., project and materials usage, cost ratios, inventory control, etc.; prepares, computes and issues monthly billings and related month-end reports; manages accounts payable processes.

Develops and maintains expansive record files concerning roads, projects, bridges, structures, permits, ordinances, equipment licensing, maintenance, assets, sign and logistical information, etc.; prepares bid specifications for contract work as required; coordinates with supervisors as needed to complete permit requests and renewals in a timely manner, i.e., BLM, SITLA, BIA, DOGM, Army Corp of Engineers, State agencies, etc.

Develops and maintains accurate departmental accounting and records keeping systems as needed to assure audited compliance with conditions and regulations governing the receipt and disbursement of state and federal funds from agencies such as State of Utah, FEMA, etc.; creates tracking system to document and defend use of dedicated funds and ensure compliance with funding agency regulations; prepares for and assists with annual audit.

Plans, organizes and coordinates the development and creation of data, statistical and financial information systems; identifies management information needs; designs and formats software operations as needed to generate various data, statistics, charts, graphs and reports showing departmental efficiency, effectiveness and progress; tracks department inventory of sand, gravel, asphalt, rock, and related materials.

Orders, files and distributes departmental literature and information; maintains inventory of office supplies; discards outdated material; processes invoices for payments.

Assures compliance with established purchasing policies and practices; verifies delivery and shipping documents with purchase orders for payables; orders supplies; may pickup and deliver supplies and

materials; utilizes custom software to prepare and process claims for payment; assures accuracy of payment claims and validates claims against purchase orders or other documentation.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school with course background in offices practices preferred; plus one (1) year of specialized training in computer assisted accounting, finance, budgeting, general business, or related field;

AND

B. Four (4) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** computer assisted management information systems; basic accounting, budgeting and fiscal control methods; various PC software applications such as spread sheet, data base, word processing, etc.; general office management and practices; recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics. **Working knowledge of** basic public relations, principles of supervision.

**Ability to** perform routine programming in the development of software models and linked macro formats desirable; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to operate personal computer.

Must be able to type 60 wpm.

May complete the state certification for Hazardous Materials First Responder - Operations Level.

4. Work Environment:

Tasks performed in a typical office setting with appropriate climate controls. Occasional discomfort related to equipment fumes and related circumstances associated with an equipment maintenance center. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)