

JOB DESCRIPTION

TITLE: Office Manager

DEPARTMENT: Road and Bridge

DATE: October 2025

BASIC FUNCTION

The Office Manager is responsible for managing all administrative and accounting operations for Road and Bridge Department. Position will also provide support to the Superintendent and Assistant Superintendent. Must be able to work independently with minimal guidance.

MAJOR DUTIES (illustrative only)

1. Oversees the daily work activities of the office.
2. Directs in handling inquiries, complaints, regulations, requirements, policies, procedures or services. Contacts others to obtain or give accurate information.
3. Serves as liaison between Road & Bridge and other Departments.
4. Oversees maintenance inventory records of parts and supplies. Instructs in tracking costs to for department in cost comparison
5. Receives and sorts invoices. Assists Administrative Assistant in contacting vendors if there are any questions regarding invoice or statements. Double checks and proof reads vouchers for payment. Enters all expenditures from vouchers on Excel and keeps a current balance on each line item.
6. Researches and reviews records/files, current and/or historical to collect, compile and analyze information from a variety of sources to aid in preparing reports, budgets, permits and various documents.
7. Must be prepared to work long hours during possible road closures or unforeseen emergencies to assist personnel and public. Cooperates with agencies as necessary.
8. Performs all duties with due regard to personal safety of employees and public. Maintains good working relations with employees, other county employees and the public. Establishes a public image that reflects favorable on county employees in use of county equipment, work ethics and public service attitudes.
9. Oversee and perform all duties of Administrative Assistant position, as needed.
10. Completes other duties as assigned.

REPORTING RELATIONSHIPS

Position reports to: Superintendent, Assistant Superintendent

QUALIFICATIONS

Knowledge: Strong leadership skills. Extensive knowledge of general office practices and procedures. Good knowledge of rules of effective business English usage, spelling, punctuation and grammar; composing and proofreading standard business correspondence such as memos, form letters or request for information. Strong knowledge of business and fiscal record keeping and retention. Good knowledge of business and interpersonal communication skills and problem solving. Strong knowledge of county policy.

SKILLS: Extensive knowledge of office management procedures. Ability to work well with the public and develop effective working relationship; strong communication skills: communicate effectively by two-way radio, verbally and in writing. Proficient in problem solving. Able to help Administrative Assistant in all duties during possible absences. Ability to handle multiple concurrent tasks and work under pressure in meeting deadlines. Ability to oversee work accuracy, paying attention to detail. Ability to operate a variety of types of office equipment. Good typing skills. Operate a computer and related business software. Ability to compile, develop and organize data into written reports. Ability to plan, organize and implement special assignments. To perform this job successfully, an individual should have the ability to operate GIS system software, Database, Internet, Inventory, Spreadsheet, and Word Processing software.

EXPERIENCE:

High school diploma or equivalent.

At least three years of administrative and clerical experience is required.

These duties of work procedures describe the chief function of the job and are not to be considered descriptive of every duty of the job.