

OFFICE MANAGER

DEFINITION:

The office manager's duties are performed under the direct supervision of the Lyon County Engineer and for the purpose of providing administrative support to the Lyon County Engineer and Road Superintendent. The office manager is responsible for accurately maintaining financial accounting data, payroll data, office correspondence, and coordinating the daily operation of the various activities that occur in the operation of the County Engineer's Office.

DUTIES:

Must be capable of multi-tasking and completing job duties with minor supervision. Will act as receptionist by greeting the incoming fellow employees and the public and answering telephone calls in a friendly, pleasant manner in addition to answering questions from staff and the public pertaining to the operation and procedures. Ability to work well with internal and external professionals and customers is essential.

Prepares general correspondence. Opens/distributes mail; types/proofs response correspondence, reports, minutes, for accuracy, grammar, spelling, sentence structure; prepares final draft for distribution. Schedules appointments/conferences and arranges for out-of-town travel.

Promptly relays instructions/messages and contacts employees to collect and consolidate data; maintains control records of assignments (projects, reports, correspondence, etc.); follows up to ensure receipt of information required within established time frames.

Orders office supplies; arranges for maintenance of office equipment.

Will use various types of office equipment to complete these duties with computers, software, calculators, typewriters, copy machines, telephone, fax machine, printers, etc., required to complete the requirements of this position.

Will operate the two-way radio system and cell phone programs in communicating with engineering staff, road superintendent, and road maintenance personnel.

Will be responsible for preparing financial accounting data and maintaining inventory records.

Will be responsible for preparing, entering, and distributing payroll costs to the appropriate road maintenance codes and categories.

Will be responsible for posting equipment records, fuel sheets, service, labor and repair records.

Will be responsible for filing all incoming and outgoing correspondence and construction documentation in the appropriate hard copy and electronic project files.

Will be responsible for preparing claims/warrants for payment.

Responsible for posting employee vacation, sick leave, personal leave, and comp time and will work in connection with other County offices to ensure timely and accurate reporting of employee leave time.

Responsible for following all County and Department policies and procedures and must follow the direction of the Lyon County Engineer. To the extent the Office Manager has access to confidential

information, including personnel records, medical records, or other sensitive materials, the Office Manager must maintain confidentiality of those documents and comply with all applicable privacy rules.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information.

Fosters, encourages and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals, groups, and supervisors effectively by listening and responding appropriately.

ENTRY REQUIREMENTS:

Knowledge of English: grammar, spelling and punctuation.

Ability to interpret and follow oral and written instructions.

Ability to communicate effectively orally, writing, and typing 40 wpm.

Ability to establish and maintain effective working relationships with employees and the public.

Displays high standards of ethical conduct, honesty, quality service, responsibility and integrity.

Displays a high level of initiative, effort, attention to detail, and commitment by completing assignments efficiently with minimal supervision.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Ability to operate personal computers and use word processing, spreadsheet and database software applications.

Must be able to read, write, and understand the procedures and responsibilities required of an office manager in addition to following instructions, directions, etc.

Must be able to adapt to changes in procedures and technology and apply these changes to the position including construction documentation programs Doc Express, Appia, and similar.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:

A minimum of a two-year Associates Degree. Experience with all Microsoft programs, payroll, and billing.