

JOB POSTING

Emmet County Engineer's Office is receiving applications for position of Office Manager. Job duties include moving permits, claims, preparation of Annual Report, fuel letting, working with the public and other clerical tasks. Candidate must be able to work independently and be experienced in bookkeeping and payroll administration, or possess related Associates Degree. Computer competency is a must. Wage \$17.50 DOQ plus benefits including health insurance, IPERS, sick leave, vacation and holidays.

Application and job description available at Emmet County Engineer's Office, and online at www.emmetcountya.com. Emmet County Engineer will accept applications and resume until September 20, at 4:30 P.M. Please call 712-362-4846 or email davis-oeth32@emmetcountya.com with questions. Emmet County is an Equal Opportunity Employer.

EMPLOYMENT HISTORY

Former Employment (List employers, starting with the current or most recent. Explain all gaps in line of employment.)

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

May we contact your former employers to verify this information?
Yes No
May we contact your present employer? Yes No

Please provide any additional information about your abilities or interests that makes you a good candidate for this position:

I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal.

Signature: _____ Date: _____

Approval by Board of Supervisors _____

Reason for not hiring if Veteran _____

EMMET COUNTY, IOWA POSITION DESCRIPTION

POSITION: Office Manager

IMMEDIATE SUPERVISOR: County Engineer

DEPARTMENT: Engineer's Office/Secondary Roads

FLSA Status: Exempt

DATE: 08/31/2017

DESCRIPTION OF THE JOB:

Performs administrative, supervisory and clerical work to sustain the operations of the Engineer's Office and Secondary Roads Department. Performs administrative duties and acts as the immediate supervisor of office staff in accordance with policies and procedures. Considerable judgment and independent action is exercised and the work requires a high level of discretion and the application of administrative, management and business skills.

ESSENTIAL JOB FUNCTIONS:

Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from job description. Emmet County reserves the right to change or reassign job duties, or combine job positions at any time. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

	Percentage of Time	Strength Code
1. Perform administrative and clerical duties; to handle personal, telephone, and written questions from citizens regarding operations of the department and to relay those concerns to the appropriate members of the management team, ensuring that emergencies are handled quickly and safely.	15	S
2. Under the Engineer, act as a leader of the office management team to interpret and advise on policies, procedures and standards to specific situations that fall within the jurisdiction of the Secondary Roads Department.	5	S
3. Process timesheets and payroll for the Engineer's Office and Secondary Roads Department. Bear responsibility for examining and compiling timesheet information, checking to insure that all hours are properly recorded to correct codes and construction projects.	25	S
4. Administer pay, longevity, seniority, vacation, and compensation relating to departmental employees. Maintain accurate, up-to-date personnel records and other required information (such as drug screenings, hearing tests, driving records, physical capacity profiles, etc.). Monitor paid and unpaid leave.	5	S
5. Maintain accounts receivable and payable records, and process all claims against the Secondary Roads Departments, ensuring all expenses are charged to the correct function code. Confirm that all claims are legitimate and accurate by verifying and comparing invoices, shipping receipts, and purchase orders.	25	S
6. Help the engineer and staff in the preparation of construction documents and reports (including the annual DOT report and annual audit) to federal, state, local and private agencies.	5	S
7. Complete yearly fuel letting, inventory of county property, compile OSHA report, gravel pit inventory, fuel tax refund application, and assemble personnel reports for the Auditor's Office.	5	S
8. Perform various other tasks: monthly EG spread, process all workmen's compensation claims for Emmet County, participate in county safety committee, complete work site audits, record clothing allowances, administer FMLA documents, record gravel usage, maintain MSDS sheets, track TJ, RUTF and SRF money and manage fuel contract (NOTE: This is not every duty to be performed).	15	S

Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS:

Overall Strength Demands

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes for each physical demand code listed on Page 1:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

A. Standing	O	G. Reaching	O	L. Crawling	R	Q. Vision	C
B. Sitting	F	H. Handling	F	M. Bending	O	R. Hearing	C
C. Walking	O	I. Fine Dexterity	F	N. Twisting	R	S. Talking	F
D. Lifting	O	J. Kneeling	R	O.		T. Other (state)	N
E. Carrying	R	K. Crouching	R	P.		U.	
F. Pushing/Pulling	R						

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL	DESCRIPTION
Standing	For customer service and task assignments.
Sitting	For desk work and computer operations.
Walking	To office area, from own office to different workstations.
Lifting	File boxes for storage.
Carrying	Supplies and file boxes.
Reaching	Storage shelves.
Handling	Everything in job.
Fine Dexterity	Keyboarding and writing.
Kneeling	To file in cabinets.
Bending	To file in cabinets.
Vision	Reading reports, timesheets, bills, etc. and proof reading.
Hearing	Customers at counter, telephone, radio, and instructions.
Talking	Task assignments and telephone.

NON-PHYSICAL DEMANDS:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F		
Noisy/Distracting Environment	O		

JOB LOCATION:

Work area is located in the Emmet County Engineer’s Office with infrequent trips to the maintenance garages. Work is typically indoors in an office setting.

JOB REQUIREMENTS:

1. High school diploma or G.E.D. minimum, post-secondary degree preferred, with emphasis on business and bookkeeping. At least 3 to 5 years of progressively responsible experience in bookkeeping, payroll administration and office management experience is highly desirable.
2. Possession of a current and valid driver's license and good driving record.
3. Must pass a County pre-employment physical exam, which includes a drug test after offer of employment.
4. Regular work attendance required.
5. Ability to be well-organized and possess memory for details. Capability to show initiative and independent analytical and evaluative judgment.
6. Possess ability to learn and use computer skills. Proficiency in Microsoft Windows, Microsoft Office and Internet. Knowledge of databases; GIS and Eden payroll/accounting is desirable.
7. Ability to use mathematics in solving problems, recordkeeping, accounting, schedules and reports. Ability to comprehend and interpret a variety of professional, technical and administrative documentation.
8. Ability to exchange information and ideas, both orally and written (including electronically), and use the English language to create letters, reports and documents, with the proper format, punctuation, spelling and grammar. Ability to read, interpret, critique and proofread maps, work orders, timesheets, invoices, written directions, and equipment specifications.
9. Ability to prioritize and perform duties to meet deadlines, including submitting major reports to the Iowa Department of Transportation and other entities.
10. Ability to handle customer (internal and external) complaints in a personable and professional manner both in person and on the phone.
11. Ability to accomplish assignments in a timely, efficient manner, following established practices and supervisory direction.

Signatures - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

_____	_____ Signature of Employee	_____ Date
Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____	_____ Signature of Department Head	_____ Date
Job Title of Department Head		

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.