

Monona County
Employer's Job Description
(Revised 2024)

Name: _____ **Department:** Secondary Roads
Position Title: Office Manager I **Pay Grade:** TBD
Status: Salaried / Non-exempt **Reports To:** County Engineer or Superintendent

Primary Purpose of Position

The primary purpose of this position is responsible for the efficient, timely and accurate performance of a variety of designated administrative, secretarial, clerical and accounting duties.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer:

- Processes employee time sheets and submits to the County Auditor's office for payment.
- Processes bills to Auditor's office for payment and maintains and processes claims reports and Sales Tax Exempt records.
- Composes, reviews and checks forms, records, correspondence and other documents for accuracy, completeness and conformance to rules, regulations, and procedures.
- Prepares and maintains inventory records for department.
- Prepares the Secondary Roads annual report and submits to Iowa Department of Transportation for approval.
- Maintains Capital Assets record and reports to State Auditor.
- Serves as cashier including, but not limited to receiving payments and posting monies to appropriate accounts.
- Develops and maintains office forms and procedures and personnel records
- Maintain ownership records and insurance for all County owned equipment.
- Assists with the development of the Secondary Road budget, construction program, and annual report with the Auditor's and Treasurer's offices.
- Performs departmental payroll, bill paying, monthly statements, bookkeeping and cost accounting.
- Maintains qualifications for Designated Employee Representative
- Maintain Federal Clearinghouse Records
- Prepares agendas and supporting materials for department.
- Takes, transcribes, prepares and distributes minutes and reports.
- Issue and record various permits as directed.
- Performs receptionist duties, takes messages, performs two-way radio communication and answers routine correspondence.
- Obtains and distributes mail.
- Orders and receives office supplies.
- Performs related work as directed.

Qualifications and Prerequisites:

- Ability to operate common office equipment with a good knowledge of modern office practices and procedures
- Ability to perform basic cashier duties accurately.
- Knowledge of basic Microsoft programs including but not limited to Microsoft Word and Microsoft Excel.
- Possess some knowledge of engineering construction, maintenance equipment, familiarity with parts, supplies, contracts, specification and bidding proposals.
- Knowledge of federal and state laws and regulations including but not limited to HIPPA, OSHA, Labor Law, and IRS regulations.
- Competent in spelling, punctuation, grammar, arithmetic and ability to effectively and accurately establish and maintain filing and clerical procedures.

- Possess some knowledge and experience with general governmental or construction practices.
- Ability to understand and follow written and oral instructions.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent with course work in general business practices. A minimum of four (4) years of increasingly responsible related experience, or an equivalent combination of related education and experience. Valid Iowa motor vehicle operator's license and proof of insurance.

Designated Employee Representative Training

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Must also have the ability to remain calm and professional in stressful situations when dealing with the public.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding operations and services.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert light physical activity, climb stairs, and able to lift and carry a minimum of 25 lbs and sit for long periods of time, and exposure to injury is possible.

Environmental Conditions

Perform duties indoor in a pleasant setting in an office space.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Elected official or Department Head

Date

Date

This Job Description has been reviewed and approved by:

Department Head: /s/Shawn Bellis

Board of Supervisors: /s/Bo Fox

Effective Date: **02/20/2024**