

**POSITION DESCRIPTION
COUNTY OF OWEN, INDIANA**

POSITION: Office Administrator
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2020
DATE REVISED: November 16, 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Office Administrator for the Highway Department, responsible for managing work activities, performing bookkeeping functions, and greeting office visitors.

DUTIES:

Manages work activities, including communicating with foreman, dispatching employees, and authorizing/ reviewing reports.

Provides clerical support for Assistant Superintendent as needed, including obtaining files, collecting paperwork, or attending meetings.

Performs a variety of bookkeeping functions to monitor and document Department funds, including, tracking expenditures, ordering supplies, negotiating with vendors, processing receipts and disbursements, recording vendor invoices, submitting claims to Auditor's office, reviewing subcontracting bids, assisting in budget preparation, forecasting Department needs, and reporting funds to Superintendent and Assistant Superintendent.

Answers telephone and greets office visitors including, providing information and assistance, communicating with residents and public schools, and notifying the public and emergency staff of road closures.

Investigates public complaints, including determining appropriate response.

Performs various clerical duties, including database management, writing correspondence, making copies, and managing filing systems.

Attends conferences and reports information to Department heads and assists in implementing new programs.

Maintains office, including sweeping, dusting, and mopping.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all Department hiring and retention requirements, including passage of a drug test.

Practical knowledge of standard office procedures and basic computer skills with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Practical knowledge of basic bookkeeping practices and standard accounting systems, with ability to perform arithmetic operations, balance budgets, and accurately complete financial statistical reports and documents.

Practical knowledge of organizational and administrative structure of the Highway Department with ability to employ administrative processes in order to access files and records.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed written reports as required, copy data, request information and supplies, and edit reports/press releases/contracts.

Ability to operate standard office equipment, including computer, calculator, fax machine, vehicle, copier, telephone, and citizens band radio, other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral or written instructions, and present findings in oral or written form.

Ability to work alone with minimum supervision and others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects, and apply knowledge of people and locations.

Ability to perform arithmetic tasks such as counting, adding, subtracting, computing, and calculating, such as expenditures and budgets.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to prepare detailed reports, such as financial statement and activity reports.

Ability to compare/observe similarities and differences between data, people, or things; perform arithmetic operations with data; analyze/compile/classify data; and make data driven decisions.

Ability to regularly work extended hours, occasionally work weekends and evenings and travel out of town, sometimes overnight, for conferences and training, and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary schedule with priorities determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily prevented or detected through standard bookkeeping checks. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, schools, and the public for the purpose of exchanging information and rendering service.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a variety of duties in a standard office environment including, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, crouching/kneeling/bending/reaching, handling/grasping/fingering objects, keyboarding, close/far vision, depth perception, hearing sounds/communication, and speaking clearly. Incumbent is exposed to fumes/odors/dust/dirt, noisy environments, and violent/irate individuals.

Incumbent regularly works extended hours, occasionally works weekends and evenings and travels out of town, sometimes overnight, for conferences and training, and occasionally responds to emergencies on a 24-hour basis and/or from an off duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Office Administrator for the Owen County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name