



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Office Administrator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Director, Public Works</u>	FLSA: <u>Exempt</u>	DATE: <u>1/27/2016</u>
DEPARTMENT: <u>Public Works</u>	JOB CODE: 203	

SUMMARY:

With general supervision, plans, organizes and reviews the administrative staff and operations, including budget, database fleet and risk management, and drafts administrative policies and reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Oversees administrative functions of the Public Works Department including compensation and payroll processing, budget expenditures, accounts payable; public purchasing procurement processes; data collection and processing related to cost accounting and labor force utilization; interdepartmental billing for fuel and vehicle services; performance evaluation program; citizen communication and reporting system; and office staffing.

Monitors, ensures compliance, and participates in the negotiations of the Collective Bargaining Agreement.

Drafts various correspondence and communication to the public or county staff to foster understanding of Department policies and priorities; effectively provides advice to departmental officials on hiring, promotion, termination and disciplinary actions in consultation with Human Resources and/or Legal Counsel as necessary.

Oversees the safety program and risk management for the Department; maintains records of safety training programs; ensures all incidents are properly investigated; prepares documentation and coordinates with Risk Management.

Collects data and prepares operating reports on personnel actions, budget expenditures, year-end forecasts, salary projections, capital project and maintenance expenditures and operating costs to effectively participate in annual budgeting process.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic skill in reading, analyzing and interpreting legal documents
2. Advanced knowledge of applicable federal, state and local statutes, ordinances and regulations
3. Advanced knowledge of computerized accounting and bookkeeping systems
4. Advanced skill in planning and managing budgets and grants
5. Expert skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public
6. Expert knowledge of Boone County Human Resources policies and practices

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor’s Degree in Accounting/Bookkeeping, Business Administration or related degree and three years experience in accounting/bookkeeping with at least one year supervisory experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)