



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Public Works Office Administrator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
	(Please check one)	
<b>REPORTS TO:</b> <u>Director, Public Works</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Public Works</u>	<b>JOB CODE:</b> 203	

### **DEFINITIONS:**

With limited 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.)*

Supervises, trains and orients support staff; interviews, hires, and reviews performance of support staff; assigns and monitors works; resolves problems; schedules, monitors and approves vacation and sick leave.

Oversees the development, implementation, tracking and analysis of the Department's budget; maintains ongoing financial reports; administers the revenue sharing and revenue replacement programs; oversees and maintains the fixed asset inventory.

Supervises inter-departmental billing for fuel and vehicle services; maintains computerized record keeping systems; prepares usage logs in compliance with environmental standards.

Maintains the computerized work management system; inputs and manages the inventory of infrastructure components including condition rating and maintenance log; coordinates computer services for the Department and acts as liaison to the Information Technology Department.

Oversees administrative functions including personnel management, budget expenditures, records management and purchasing; oversees procurement of services through the bid process, coordinating with the Purchasing Department;

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 insurer.

Collects data and prepares operating reports on personnel actions, budget expenditures, year-end forecasts, salary projections, capital project and maintenance expenditures and operating costs.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
2. Considerable knowledge of Boone County Human Resources policies and practices.
3. Considerable knowledge of computerized accounting and bookkeeping systems.
4. Skill in planning and managing budgets and grants.
5. Skill in reading, analyzing and interpreting legal documents.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.
8. Skill in the use of a personal computer.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in Accounting/Bookkeeping, Business Administration or related degree and three years experience in accounting/bookkeeping; one year supervisory experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)