

**Hendricks County**  
**Job Description**

**Title:** Office Manager

**FLSA Status:** Non-Exempt

**Department:** Highway

**Supervisor:** Highway Superintendent

**PURPOSE OF POSITION:**

Incumbent manages the highway department office and the part-time clerk, and provides administrative assistance to the superintendent and assistant superintendent.

**ESSENTIAL FUNCTIONS:**

- Provides direction to the part-time clerk, including training, workflow and guidance when needed.
- Maintains and updates the central fuel computer system, and bills each county department for fuel used.
- Maintains record of each county vehicle and driver cards for each county department.
- Prepares bi-weekly payroll for the highway department personnel, maintains payroll records and submits pay vouchers to the Auditor's Office.
- Prepares semi-monthly claims for highway department invoices, updates the budget line-item balances and submits claims to the Auditor's Office.
- Reviews and verifies all vendor invoices, and maintains computer bookkeeping of such invoices.
- Maintains department purchase order procedures.
- Receives phone calls and visitor, answers questions or refers to the appropriate department.
- Documents complaints about county roadways from the public.
- Prepares and submits fuel tax reports to Special Tax Board of the Indiana Department of Revenue.
- Tracks times sheets, equipment mileage, distribution of materials and fuels and sick and vacation leave.
- Maintains records pertaining highway related approvals made by the Board of County Commissioners.
- Prepares and submits annual report on expenditures, appropriations and inventory of equipment and material and the departmental budget.
- Assists the superintendent in budget preparation for the highway, cumulative bridge fund and road and street funds.
- Prepares bid specifications for lettings and quotes for office needs, equipment, trucks, mowers and fuels.

- Determines the need for additional appropriations or transfers in the budget.

**NON-ESSENTIAL FUNCTIONS:**

- Researches and responds to highway crew questions relating to business and/or benefits.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Previous management/supervisory experience
- Ability to manage office and human resources effectively
- Ability to work independently and make sound business decisions
- Strong bookkeeping skills
- High school diploma or GED
- Proficient computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Strong math aptitude
- Ability to communicate well, both verbally and in writing
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

**RESPONSIBILITY:**

Incumbent establishes office procedures and is responsible for all administrative work completed in the Highway Department. Incumbent works independently, must use discretion in dealing with employees and sound judgment in projecting budgetary needs. Errors in work can cause adverse effects on the office and on the proper functioning of the department.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of obtaining and providing factual information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Office Manager in the Highway Department describes the duties and responsibilities 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 and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name