

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Office Manager/Secretary to the Board

POSITION SUMMARY:

Under the general direction of the Manager and the Board of County Road Commissioners, the Office Manager/Secretary to the Board performs and manages the accounting, financial, and personnel functions of the Road Commission and supervises the office staff, and serves as the Secretary to the Board of County Road Commissioners.

EXAMPLES OF DUTIES:

Prepares and monitors the annual budget for the Road Commission with the assistance and under the direction of the Manager and prepares budget amendments as needed.

Prepares the Annual Act 51 Financial Report and Supporting Schedules. Prepares lead schedules as necessary for state and independent auditors.

Prepares monthly financial statements and detailed statements for the Board and management. Assists in the preparation of the yearly cash flow estimate.

Prepare equipment and fixed assets records, document fixed assets, equipment purchases and setup, and equipment disposals.

Prepare monthly state maintenance and non-maintenance billings and monthly MDOT salt reports.

Prepares and inputs transfer vouchers on a monthly basis.

Responsible for recording and reconciling federal and state aid pass-through monies on federal and state funded construction projects.

Coordinates the flow of data between the office, stockroom, administrative staff, County Treasurer, banks, Michigan Department of Transportation, certified public accountants, and auditors.

Maintains accounts payable ledger, pays bills, maintain vouchers and invoice registers.

Supervises and monitors financial audits conducted concerning the Board, i.e. financial and compliance audits, worker's compensation, liability audits, etc.

Monthly posting of road materials, i.e. gravel, mulch, parts, guardrail, signs fabric, fertilizer.

Reconciles vendor accounts and petty cash.

Maintains and keeps up to date with GASB, Federal and State laws and regulation, including projecting timetables and information for future implementation of the laws and regulations.

Assists the Manager and Road Commission Management Negotiation Team with financial related matters during contract negotiations as needed.

Helps prepare board agendas, sets up annual meeting schedules, and advertises meetings under the direction of the Manager. Tracks public hearing requirements for road abandonment's and vacations and other road and bridge related matters or projects. Coordinates public hearings as required.

As Secretary for the Board, prepares the meeting minutes, resolutions and related correspondence. Manages the records and the flow of documents to and from the Board.

Supervises payroll, presents listings to the board for approval and payment.

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

Office Manager/Secretary to the Board Continued:

Serves as the Office Manager including supervising the Office staff, delegates work, trains, counsels, evaluates as required, recommends the acquisition of office equipment and orders or coordinates the ordering of Office supplies as needed.

Assist the Manager with pre-employment screening of new employees such as the scheduling of physical exams, drug and alcohol screening, obtaining driving records, and background checks.

Serves as the Equal Employment Opportunity (EEO) Officer, assuring compliance with Civil Rights, Affirmative Action, and Americans with Disabilities Acts and the maintenance of confidential personnel files and related employee records.

Processes health and life insurance forms. Notifies insurance carriers of changes in coverage.

Prepares project files, bid documents and other assignments as directed.

Maintains and corresponds with MERS pension program.

Receives and reports work related accidents and illnesses to appropriate agencies.

Administers, or assists third party administrators to administer the liability and property insurance program and the processing of claims.

Prepares annual accident and illness MIOSHA report.

Responsible for MISS DIG (Underground Utility Safety Notification System) requests for the locating and marking of buried utilities.

Maintain Road Commission Website.

Maintain snowfall records.

Performs a variety of administrative duties such as typing, filing, photocopying, answering the telephone, using two way radio, recording incoming receipts, greeting and problem solving with the general public.

Responsible for such permit-related activities as: single trip permits, transportation permits, utility permits, annual permits, driveway permits, state highway and miscellaneous other permits; bonds and insurance records. Performs monthly filing and invoicing of permits.

Makes special studies and prepares reports as requested by the Board and the Manager to aid in alternatives, evaluations, decisions and policymaking functions.

Opens bids and records information received during bid openings.

Prepares, oversees, reviews, and suggests updates to Commission policies.

Serves as the Adopt-A-Road (AAR) coordinator and prepares the newsletters, and processes the renewals, and sign orders.

Composes and drafts correspondence. Review external correspondence prior to mailing as necessary.

Attends seminars, conventions, and meetings, and may represent the Board in dealing with a wide variety of governmental and public bodies.

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

Office Manager/Secretary to the Board Continued:

Coordinates, schedules, and registers other Road Commission employees and commissioners to attend various seminars, conventions, and meetings.

Responsible for Title VI compliance

Responsible for Public Act 51 Annual Certification

The above duties are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 20 pounds.

DESIRABLE QUALIFICATIONS:

Must possess an Associates or Bachelor degree in Accounting/Finance/Business or have at least five (5) years of related work experience. Experience with governmental fund accounting and road commission or public works experience, and familiarity with GASB is preferred.

Must be proficient with using Microsoft Word and Excel computer software and have the ability to perform data entry, query, and generate reports with a computer and the ability to operate a wide variety of office equipment including calculators, typewriters, computers, FAX machines, copy machines and word processing equipment.

Experience with governmental accounting software such as Cogitate or other accounting software is beneficial.

Must have the ability to supervise staff and to prepare and maintain accurate records, correspondence, and reports.

Must have the ability to communicate tactfully and effectively on both written and verbal levels with the public, employees, road commissioners, other officials, and the public.

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

Office Manager/Secretary to the Board Continued:

SPECIAL REQUIREMENTS

Must have and maintain a valid Michigan Drivers License.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

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