



Office Manager
Planning and Physical Development

PPD/7
Pay Grade: 14

JOB SUMMARY

This position is responsible for managing the day-to-day administrative operations of the Road & Bridge Department.

MAJOR DUTIES

- Manages the department's fiscal and administrative functions; manages budgets, payroll, inventory and asset management, financial administration, purchasing, accounts payable, and database and records management functions; processes travel requests.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Coordinates the preparation of permit applications and provides preliminary reviews to ensure applications are complete.
- Assists in the oversight of the department's general operations to ensure that department goals and objectives are met.
- Coordinates the department's human resource functions; maintains employee files and records.
- Receipts application fees, plat and engineering fees and deposits, reproduction fees, and regulatory fines; prepares bank deposits; maintains financial records.
- Manages the maintenance of current and accurate records, files, correspondence, and reports; performs or supervises data entry in the maintenance of electronic files and records.
- Manages the maintenance of department inventory records.
- Assists the Planning Director in organizing, scheduling, and conducting public meetings, hearings, special events, and presentations.
- Notarized documents.
- Provides administrative support for the work of the Planning Advisory Board; schedules meetings; posts public notices; prepares agendas and meeting minutes.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Assistant Planning Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures and state and county codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and management duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to manage the administrative functions of the department. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, engineers, architects, contractors, attorneys, planners, developers, elected and appointed officials, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over assigned personnel.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date