

LaMoure County Job Description

Job Title: Highway Administrative Assistant/Risk Manager

Reports To: Highway Superintendent

FLSA Status: Non-Exempt

Summary: Responsible for supporting the Highway Superintendent in managing the bookkeeping systems of the County Highway Department, budget preparation, records control, inventory management and other administrative tasks. Serves as County Risk Manager.

Essential Functions include the following. Other duties may be assigned.

- Process daily time tickets for all employees using the cost accounting system and keep a detailed record of the actual costs of any work performed by the county highway department.
- Maintain a complete inventory of department equipment, supplies and materials and their disposition or use, satisfactory to state audit requirements.
- Prepare vouchers to be submitted to the auditor's office for all accounts payable.
- Calculate payroll, vacation and sick leave balances for all employees; keep personnel files updated as necessary.
- Receipt and turn over to county treasurer's office all accounts receivable collected during each month.
- Perform all other functions of record keeping/reporting and filing necessary to complete requirements of highway department activities. (Monitor budgets for expenditure and revenue levels; prepare and maintain accounting records, reports, and financial statements)
- Keep office area/work area free from unnecessary clutter and in good repair; keep abreast of programming changes and needs; monitor computer efficiency.
- Perform standard office management practices meeting the public with courtesy and respect; perform work directives with a positive attitude toward supervision and co-workers.
- Provide information and assistance to staff and the general public regarding departmental issues.
- As Risk Manager for the County: develop and facilitate required training; manage and coordinate the Workers Compensation program to process claims and coordinate efforts with claims managers, investigators, and North Dakota Association of Counties.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively.

Quality Management - Demonstrates accuracy and thoroughness.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events. Meets challenges with resourcefulness.

Language Ability: Must have appropriate command of the English language.

Math Ability: Ability to calculate figures and amounts.

Education/Experience:

High School Diploma required; 2 years' experience and/or 2 years of college education in Business Administration/Support preferred.

Computer Skills:

Ability to operate word processing, spreadsheet and e-mail software; working knowledge of Quick Books preferred (but not required)

Certificates and Licenses:

Class C Driver's License (standard license)

Work Environment:

Work includes an office setting near a shop setting (including occasional exposure to shop fumes, moving equipment, etc)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to grip, handle, or feel and talk or hear. The employee is required to reach with hands and arms and occasionally required to stoop, kneel or crouch. The employee may have to lift and/or move up to 50 pounds. Specific vision required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.