

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **OFFICE COORDINATOR**

Department: Road & Bridge  
FLSA Designation: Non-Exempt

Pay Grade: 9  
Effective Date: 2/08, 8/09

### **Purpose of Class**

Performs complex and highly responsible accounting and administrative support duties for the Road and Bridge, Noxious Weed, Mosquito, and Solid Waste Departments; performs related work as required.

### **Primary Function**

This is an advanced level accounting and administrative support position requiring previous secretarial experience for management level personnel and cost or general accounting. An employee in this class develops various cost standards, monitors construction costs, prepares job costing reports, analyzes accounting and cost data, prepares and monitors budgets, provides specialized department/division information to customers and prepares a variety of correspondence, documents and reports for department staff. This position is supervised by the Road and Bridge Superintendent, with direction from the Assistant Road and Bridge Superintendent. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Performs general office management, scheduling, and other administrative tasks;
- Develops material cost standards for asphalt, salt and sand, and other materials. Analyzes actual costs against standard costs for variances in production methods.
- Maintains job costing software and records, including standards for all materials, labor, and equipment.
- Inputs actual job data, prepares job-costing reports, analyzes actual job costs and makes recommendations to staff.
- Prepares spreadsheets to forecast costs for future projects.
- Assists in preparation of annual budget. Designs and prepares spreadsheets to analysis effect of price increases on the budget and ability to perform required maintenance.
- Makes budget recommendations to staff, prepares budget worksheets for submission to Commission.
- Researches regulations and statues related to Road and Bridge Departments to insure department compliance.
- Supervises Department bookkeeping and accounting functions including, but not limited to, payroll and time card processing, accounts payable, accounts receivable, revenue and fee collection, billings, inventory, and general accounts;
- Assists the public with Department questions and processes;

- Explains Department procedures/policies/programs to the public and resolves concerns;
- Relates and interprets applicable laws, ordinances, codes and policies;
- Composes and prepares correspondence, documents and reports;
- Maintains and updates manuals, financial records, documents, budgets, contracts, accounts, and databases;
- Establishes and prepares spreadsheets, databases, tables, brochures and other documents;
- Prepares reports on Department projects;
- Prepares invoices, processes and receives payments, balances cash, records account information and tracks changes;
- Provides data entry services, faxing, typing, and filing in support of Department functions;
- Provides full secretarial support to committees, boards or other groups, including coordination of meetings, agenda and minutes preparation and related documents and follow-through on committee assignments;
- Provides secretarial and support services to staff members, including but not limited to, taking messages, setting appointments, providing information, processing and preparing documents and correspondence, preparing and tracking mailings and legal notifications, and inputting data into central computer system;
- Compiles data for administrative analysis, prepares reports or summaries of data from complex records and multiple sources;
- Analyzes records and data to prepare reports;
- Proofreads and edits documents for correct spelling, grammar, format and clarity;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Prepares informational newsletters, brochures, and presentations;
- Will supervise part-time or seasonal office employees;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Department operations, policies, and procedures;
- General, governmental, and cost accounting principles and applications.
- County, state, and other applicable codes, ordinances, and statutes governing road and bridge maintenance and construction, noxious weeds, mosquito abatement, and solid waste departments;
- Operation of a personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Business and technical writing
- County fiscal practices and procedures
- Current office practices and procedures;

- Bookkeeping and accounting practices and procedures;
- Record keeping and filing practices and procedures.

Ability to:

- Explain Department functions to provide general information and detailed Department processes and procedures;
- Research and analyze technical and financial data, reconcile accounts, and prepare reports
- Analyze issues, independently make decisions and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Perform and supervise office management functions;
- Conduct research and analysis of projects and development proposals;
- Follow oral and written instructions;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials and the public;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate two-way radio equipment;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**Acceptable Experience and Training**

- High school diploma or GED equivalency with additional college or professional coursework in accounting, bookkeeping or related field is required; bachelor's degree in related field is preferred; and
- Three (3) general or cost accounting experience, preferably in a construction, road and bridge department, or utility maintenance environment, is required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- First Aid/CPR certification may be required;
- Idaho drivers license is required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review and process documents, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.