

POSITION TITLE:	ADMINISTRATIVE MANAGER
DEPARTMENT:	Public Works
DIVISION:	General Properties
POSITION NUMBER:	4007
FLSA STATUS / GRADE:	Non-Exempt / 121
CLASSIFICATION:	Admin Support Workers
REPORTS TO:	General Properties Manager

GENERAL DESCRIPTION OF POSITION:

Performs a wide variety of specialized professional and administrative duties to support the General Properties Division of the Department of Public Works, which includes Central Garage, Building Maintenance, and Housekeeping. Serving as the office manager, works with considerable independence within the scope of established policies and procedures. Position requires discretion and diplomatic skill in representing policies and working effectively with County personnel, officials, and the public. Supervises and delegates the work of subordinate personnel. Work is performed under the general direction of the General Properties Manager with moderate latitude for independent judgement and action.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Performs clerical and accounting work for the General Properties Division consisting of Central Garage Operations, Building Maintenance, and Housekeeping
 Composes and manages budgets for Maintenance, Housekeeping and Central Garage
 Develops, establishes and maintains office filing, index and record systems and oversees maintenance of same
 Serves as a liaison with Department of Finance with management of budgets, accounts payable, and procurement
 Assists agencies with records of fleet maintenance and invoicing
 Prepares statistical and financial reports; processes budget information and compiles figures for annual budget; prepares and processes departmental time sheets; maintains overtime records; prepares leave requests
 Attends meetings; takes and transcribes meeting minutes; maintains minute books; oversees the preparation of packages for dissemination prior to meetings
 Schedules appointments and maintains calendars for Central Garage Operations
 Receives calls and ascertains nature of business and directs to appropriate party for disposition; responds to requests for information; assists the public and employees with questions or complaints about the department
 Assists with new vehicle purchasing
 Coordinates and assists in processing accounts receivable, accounts payable, payroll, budgeting and other financial data; maintains computerized accounting systems
 Assists in the management of County Contracts for HVAC, Fire Alarm/Security Monitoring, Annual Inspections and Monitoring of various operations
 Prepares vendor billing sheets
 Assists in Risk Management and Insurance claims for County Property
 Operates a variety of office and computer equipment
 Accomplishes all tasks as appropriately assigned or requested by management.
 Participates in employee training as needed.
 Performs special projects as assigned.
 Meets attendance requirements and maintains the highest level of dependability.
 Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.



QUALIFICATIONS:

Education / Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management, accounting or related field. Extensive office operations experience including considerable supervisory experience. Bachelor's degree preferred. Experience in local government, automotive industry, general property maintenance, and/or housekeeping preferred.

Knowledge / Skills and Abilities:

Requires well-developed office support skills with the ability to learn and apply technical knowledge related to the organization and functions of the department, as well as other related activities.

Requires comprehensive knowledge of general administrative policies and practices, business office practices and procedures, office equipment and secretarial techniques.

Requires advanced knowledge of accounting and bookkeeping principles, practices, and procedures.

Must have ability to establish and maintain effective working relationships with county employees and the general public. Requires strong interpersonal skills requiring reasonable tact, discretion, and self-expression. Must maintain professionalism, courtesy, and composure at all times, including stressful situations. Must be able to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group settings.

Requires considerable discretion, initiative, accuracy, attention to detail, organizational skills, and the ability to multitask within strict timelines. Must be able to work independently in the absence of supervision.

Requires knowledge of principles of business letter writing and basic report preparation; principles and practices of payroll and personnel record keeping; proper English usage, spelling, vocabulary, grammar, and punctuation; modern office procedures and equipment; and basic business arithmetic.

Must be able to establish and maintain accurate records, files, and database systems. Requires compiling data and information to prepare summaries and reports using MS Office Suite.

Must be able to evaluate situations, identify problems, and exercise sound independent judgment within established guidelines. Requires the ability to interpret, apply, and explain established policies and procedures.

Certifications / Licenses:

Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on County business, and acceptable driving record.

Certified in the Commonwealth of Virginia as a Notary Public preferred.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities. While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel,



<p>Environmental Factors:</p> <p>Special / Additional Requirements:</p> <p>Disclaimer:</p>	<p>reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Must be able to occasionally lift and/or move up to 25 pounds and up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly, hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.</p> <p>While performing the essential duties of this job, the employee is subject to inside and outside environmental conditions, noise, and atmospheric conditions. Work is fast-paced, and diverse.</p> <p>Subject to a complete criminal history background search and drug screening with acceptable results.</p> <p>On occasion, worker may be required to work overtime, nights, and/or weekends to meet the needs of the department.</p> <p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p>
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<p>Approved by:</p> <p>Approved date:</p> <p>Revised:</p>	<p>Personnel Committee / County Administrator</p> <p>October 2012</p> <p>November 2019</p>
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