

POSITION TITLE:	ADMINISTRATIVE MANAGER
DEPARTMENT:	Public Works
DIVISION:	Solid Waste
POSITION NUMBER:	0004
FLSA STATUS / GRADE:	Non-Exempt / 121
CLASSIFICATION:	Admin Support Workers
REPORTS TO:	Solid Waste Division Manager

GENERAL DESCRIPTION OF POSITION:

Performs a wide variety of specialized professional and administrative duties to support the Solid Waste Division of the Department of Public Works. 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, providing assistance and education to County personnel, officials, and the public. Prepares and maintains financial, regulatory, and operational records. Maintains customer-friendly and efficient weigh scale operations while supervising and delegating the work of weigh scale personnel. Coordinates operational, safety, and environmental training and documentation. Work is performed under the general direction of the Solid Waste Division Manager with moderate latitude for independent judgement and action.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Coordinates, oversees and participates in the activities of a County office; supervises, directs, trains, and evaluates performance of assigned staff; participates in recruitment and selection of employees. Prepares and maintains a variety of office files, accounts and other records; assists with annual budget process; compiles information and verifies data; prepares financial, statistical and project status reports, spreadsheets and papers.

Serves as a liaison with Department of Finance with management of budgets, accounts payable, and procurement

Supervises and directs weigh scale operations managing credit accounts, implementing approved fee schedule, and reconciling cash deposits.

Coordinates and assists with processing accounts receivable, accounts payable, purchasing, payroll, budgetary and other financial data; reconciles invoices; receives, receipts and accounts for various revenues; makes deposits.

Coordinates employee and contractor safety program, conducts awareness training, and maintains employee safety training records.

Investigates accidents, injuries, and incidents occurring at the facility; prepares various reports and logs.

Oversees and participates in the preparation of newsletters, brochures and other publications.

Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system; compiles statistical and administrative data for reports; performs related research; generates reports.

Coordinates software and hardware installation and training; initiates computer system assistance calls.

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.

Operates a variety of office and computer equipment, receives and processes mail; maintains inventories and orders supplies.

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, environmental studies, safety and/or recycling background preferred.

**Knowledge / Skills
and Abilities:**

Requires a general knowledge of safety and environmental regulations, ability to conduct detailed field inspections and determine facts through investigation. Must possess the ability to formulate and present ideas and findings clearly and concisely in written, oral and graphic form.

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.

**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.



<p>Environmental Factors:</p> <p>Special / Additional Requirements:</p> <p>Disclaimer:</p>	<p>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, 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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<i>Approved by:</i>	<i>Personnel Committee / County Administrator</i>
Approved date:	October 2012
Revised:	November 2019

