

SHAWNEE COUNTY, KANSAS
Position Description
Office Manager I (Noxious Weed Department)

POSITION NUMBER: NW1003B

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position plans and directs the work of a departmental office and warehouse. Assists in the management of the business aspects of the department's operations. Performs other duties as required. This position is supervised by the Director of the Noxious Weed Department.

WORK PERFORMED

20% Administrative Support.

- Serves as administrative liaison by addressing questions and inquiries from the public, outside agencies and other County departments regarding various issues.
- Receives, processes and refers complaints to the proper authority.
- Provides information and makes decisions on involved technical problems and related Federal, State and County laws within the responsibility of the department.
- Screens and assists visitors wanting to see superiors.
- Assists in keeping data and statistics in accordance with grant and governmental regulations.
- Prepares lists, reports and summaries to use for various applications.
- Maintains schedules of all staff and calendars of office activities and meetings.
- Prepares employees' Personnel Status Change forms.

20% Customer Service.

- Assists landowners with their noxious weed control purchases.
- Performs data entry functions.
- Assists with rental equipment check in/check out and loading of chemicals and equipment.
- Performs customer transactions using point-of-sale software system.

20% Accounting and Payroll Duties.

- Balances accounts and prepares financial reports.
- Supervises and assists in compiling, reviewing, recording and reconciling financial transactions.
- Receives payments and makes deposits.
- Records payroll for departmental staff.
- Verify invoices for accuracy and entry into accounting software with appropriate line codes.
- Process monthly statements and ensure each individual invoice is accounted for and all payment deadlines are met.
- Maintain encumbrances and interdepartmental transactions.

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- Record and tracks payments.
- Process accounts receivables by posting payments to appropriate accounts.
- Identifies and reconciles account discrepancies, and coordinate refunds.
- Identifies cash drawer balances to system financial reports.
- Must perform cash drawer balancing daily
- Prepares deposits accordingly and enters payment into applicable system.
- Assist with internal audit procedures in reconciling payments received to cash deposits.

10% Supervision of Staff.

- Supervises intermittent office staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions.
- Participates in the hiring and promotional process.
- Instructs staff on proper completion of tasks.
- Inspects and reviews work of staff to ensure that projects are complete.
- Establishes work schedules and assigns work.
- Checks work procedures and products

10% Clerical.

- Produces correspondence.
- Performs data entry and various word processing functions.
- Ensures the appropriate distribution of mail, phone calls or other forms of communication.
- Performs a variety of clerical duties including copying reports and documents, answering telephones, filing, scheduling appointments and greeting customers.
- Collects and files all appropriate documents for state reporting

10% Inventory.

- Maintains inventory of office supplies and materials.
- Maintains the departmental warehouse chemical inventory and cost systems according to established procedures.
- Assists with departmental purchases as needed.
- Coordinates any chemical purchases with Noxious Weed Director.
- Initiates orders for office supplies and materials as needed.

5% Filing.

- Responsible for maintaining accurate and complete records by filing information and miscellaneous paper work.
- Maintains personnel files and employee training files.
- Maintains control files on departmental activities.

4% Cleaning & Maintenance.

- Maintains professional and clean departmental areas.
- Performs cleaning, painting, light repair, and upkeep of office as needed.

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1% Events.

- Assists Director with representing the department at various events (i.e. farm shows, conference's, and director meetings).
- Attends various training and certification events.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Office management methods, equipment and modern office practices.
- The laws and regulations governing the functions and operations of the department.
- The English language, spelling, grammar and arithmetic computations.
- The operation of a variety of office equipment.
- General accounting principles, techniques and practices.
- Generally accepted accounting principles.
- Inventory management.

Ability to:

- Plan and direct the work of others.
- Plan and maintain the flow of office work.
- Establish and maintain effective relationships with the employees and department's users.
- Learn and remember a wide variety of legal requirements and departmental policies.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate a variety of office equipment.
- Manage office accounts receivable and deposits.
- Perform minor maintenance on a variety of office equipment.
- Detect and reconcile discrepancies in financial records.
- Prepare accurate financial and statistical reports.
- Classify, locate and interpret a variety of statistical and related information.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting (50 lbs)			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		

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Lifting (50 lbs)			X		Twisting		X			Cramped Body Position	X			
Pushing/Pulling			X		Squatting		X			Sustained Positions	X			
Carrying			X		Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision		X			Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting (50 lbs)			X		Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer	Telephone	Office Furniture	Misc. Office
Tablet Computer	Photocopier	10-Key Calculator	Equipment
Point-of-Sale Register	Fax Machine	Forklift	Pallet Jack
Printer			

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Five (5) years' clerical experience.
- A Degree/Certificate from an accredited college, university or vocational school in Business Administration, Public Administration, Accounting Management or closely related field may be substituted (only one may be chosen to substitute) for the years of experience as follows:
 - Certificate from vocational school may be substituted for one (1) year of clerical experience. In addition to the certificate, requires four (4) years additional clerical experience.
 - Associates Degree may be substituted for two (2) years of clerical experience. In addition to the Associates Degree, requires three (3) years additional clerical experience.
 - Bachelors Degree may be substituted for four (4) years of clerical experience. In addition to the Bachelors Degree, requires one (1) year of additional clerical experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

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- Required to pass a pre-employment physical and drug screen.
- Required to lift up to fifty (50) pounds.
- Required to become a certified forklift operator within 6 months of hire.
- Required to obtain Kansas Commercial Pesticide Applicator Certification in Category 9a and Category 6 within 12 months from hire.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 04/25

Revision History: 04/25