



## JOB DESCRIPTION

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**TITLE:** Office Manager  
**DEPARTMENT:** Public Works  
**GRADE:** 14  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Administrative Support  
**REVISION DATE:** 05/25/2021

### **POSITION SUMMARY**

The Public Works Office Manager supports and assists the Public Works Director, Public Works Area Manager, and Public Works Division Managers providing advanced administrative and clerical skills and exhibiting the ability to work independently, effectively understand and implement instructions, and take initiative when appropriate and necessary.

### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to the Public Works Director, Public Works Area Manager and Public Works Division Managers.
- Schedules appointments, makes reservations, and arranges conferences and meetings.
- May handle various, specially assigned administrative activities as designated by the Director including facilitating projects, programs, research, or report preparation.
- Establishes work or project priorities and assigns workload responsibilities; assures timely completion of projects.
- Administers the work order program and coordinates with GIS Manager to ensure accuracy of asset data.
- Prepares correspondence, reports, agendas, studies and grants as directed.
- Establishes and/or maintains filing systems, control records and indexes.
- Researches and processes GRAMA requests as needed.
- Obtains, researches, and maintains pertinent information as required.
- Keeps detailed records of expenditures related to the TRSSD. Tracks snow removal costs including salt usage, snow plowing and GPS vehicle tracking reports for snow removal. Provides information and reports on TRSSD expenditures to staff and auditors.
- Assists the various Public Works divisions in preparing and tracking their budgets.
- Performs all accounts payable and accounts receivable functions within the Public Works Department.
- Responsible for tracking of employee uniform allowances.
- Coordinates with Risk Management, Police and Finance Department(s) in gathering documentation and invoicing for restitution and / or reimbursements to City in event of property damage.



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- Assists in the preparation of materials to be used for items on the agendas for upcoming meetings.
- Deals with customers, contractors, and members of the public on a routine basis.
- Performs public relations functions with members of the public by receiving callers and walk-in guests, directing them to the proper contact, answering routine questions, and resolving problems accurately and effectively.
- Performs general staff assistance to various divisions of the operation as necessary.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Two years of post high school specialized training or an Associate degree, plus five (5) years of experience performing above or related administrative support duties. Ability to type 60 words per minute. Previous municipal government experience in a similar position is desirable. Must possess a valid Utah Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of modern office practices and procedures; thorough knowledge of grammar, spelling and punctuation.
2. Skill in transcribing dictation and operating word processing equipment at the rate of 60 wpm; skill in operation of other office equipment typical to an office setting. Skill in organizing and maintaining filing systems.
3. Exercise initiative, independent judgment and to act resourcefully under varying conditions.
4. Ability to use Computer Aided Dispatch and Records Management Software , Microsoft Office Suite and be proficient in Word, Excel, Outlook and Power Point.
5. Communicate effectively, verbally and in writing. Independently prepare routine correspondence.
6. Possess exceptional interpersonal skills and project a professional appearance and demeanor with the public.
7. Use correct English usage, spelling, vocabulary, clerical and general office practices, procedures and equipment.
8. Read and understand complex documents and route to responsible respondents. Ability to maintain effective working relationships with supervisors, fellow employees, general public and municipal officials.
9. Working knowledge of municipal government and operation of Public Works Departments.
10. Establish and maintain comprehensive records and files.
11. Hold a current Utah Drivers License.



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### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. Works with computers and other electronic tools in accomplishing tasks. Occasionally lift or otherwise move objects weighing up to 25 pounds; drives a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor.*

*This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*