Stoughton Wisconsin

Public Works Department

Office Manager

REPORTS TO: Director of Public Works **PAY GRADE:** **FLSA: N**

SUMMARY OF POSITION

Performs a variety of duties related to the effective operation of the Public Works Department, including, but not limited to general clerical and administration work, data management, accounting activities and website management. Employees in this class follow established procedures but must exercise judgment in analyzing transactions, making recommendations to senior management, and determining appropriate action. Works under the general supervision of the Director of Public Works.

Additionally, this position is required to attend the Public Works Committee Meeting. This includes preparing and processing the meeting packets and typing minutes for submittal to be made public.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Facilitates the efficient operation of the administrative office of the Public Works Department and performs a variety of duties to support the supervisory and general staff members.
- Answers department phones; greets and assists residents and customers; provides information regarding Department services; refers callers to appropriate personnel/department; takes and relays messages, etc. Communicates complaints with management staff and crew members as needed
- Manages the records and operation of the Riverside and Wheeler Prairie Cemeteries. Updates and completes Cemetery program and maps with information of burials and corrections. Also works with funeral homes, grave diggers, monument companies and public to arrange burials, sell grave sites and locating graves. Completes information/billing sheets to invoice funeral homes and public for burial charges. Handles inquiries regarding the cemetery and responds to customers.
- Process and submit digger locates for projects to Diggers Hotline. Monitors and distributes incoming diggers hotline locates and emergency locates; forwards to Street Supervisor as necessary.

- Prepares purchase orders and verifies correct account numbers for billing; submits to Director or Supervisor for signature. May be required to draft a memo with supporting documentation

- Act as a liaison between building inspector, residents and John's Disposal. Track when new totes are ordered, code billing and keep records of invoicing. Coordinate with John's when residents request new totes or when a home/building is in question about getting service and how many totes are allotted.

- Keeps accurate records of the Public Works fleet inventory. Documenting the acquisition and disposal of Public Works Fleet equipment.

- Create monthly invoices for other city departments for fleet services, street opening permits, and other billable functions within the Public Works Department.

- Determine correct account number to process bills for payments, including credit card charges, research and correct discrepancies with invoices, run budgeting reports to verify and balance accounts. If errors are found, this position may be required to type memos and provide other supporting documentation for Finance Department to make journal entries for corrections.

- Enter payroll for employees in the City's financial software program, including equipment usage and compile reports as necessary. Monitor time off for each employee to ensure it is correct.

- Balance and deposit funds for Street Openings, Electronic Recycling, Cemetery, Developer Tree Plantings and Tree Commission Donations and all other revenue funds that Public Works is responsible for. Runs reports on balances and expenditures for accuracy and report out to committees monthly. Collects fees, monitors deposits and schedules dumpsters for e-waste recycling. Orders and maintains records of yard waste permits, stickers and sign in sheets. Enters permit sales and site usage into computer to summarize and develop reports. Record, balance and prepare funds received for deposit.

- Keep log of costs for stormwater fuel monthly by comparing employee vehicle usage with vehicle gas cards and code appropriately; coordinate with Finance Dept.

- Coordinates with Public Works staff to update the sign inventory program (including forms), locate MUTCD codes and new ordinance codes to use for imputing sign(s), print out and update reports as necessary.

- Monitors and updates the Public Works website weekly and as necessary. Creates and posts to City social media accounts as needed.

- Types a variety of reports, memos and other correspondence including Street Openings, notices and packets for Public Works Committee, applications for DNR grants, bids, articles.
- Log and keep track of any accidents/damages within the city that incur costs; invoice to responsible party or coordinate with PD to try and collect as needed
- Put Committee meeting packages together, distribute to appropriate personal/committees and post online to the document site for public viewing.
- Attends and records minutes for Public Works Committee.
- Responsible for scheduling training sessions, meetings and workshop for department staff.
- Prepares snow emergency documents and formally notifies the media of snow emergencies when they occur.
- Obtains Safety Data Sheets (SDS) for new products; update notebooks in shop area and provides copy to City Hall. Removes outdated material into an inactive notebook to keep on file for the allotted time period required by law.
- Coordinates the first aid and blood borne kit replenishment with the third-party contractor.
- Maintains and orders office, apparel and garage supplies as needed. In charge of ordering staff uniforms. Keep track of each employee's yearly clothing allowance.
- Provides crews with forms for scheduled brush and leaf pick up collection and tracks quantities for annual reports.
- Updates safety data sheet manual as needed; ensures that all employees have access to a copy.
- Researches wide ranging questions from the public, provides assistance, direction and referrals to solve their inquiries.
- Sorts, indexes, and files public works documents according to prescribed classifications.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- May Assist with election polling site functions for large elections
- Performs other related functions as assigned or required.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School Diploma or equivalent.
- Associate Degree in business, community relation or closely related field preferred or any equivalent combination of experience and training.
- Considerable experience in billing, accounts receivable, customer relations, and clerical work.

Language Ability and Interpersonal Communication Skills

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices, bid sheets, meeting packets and minutes, MSDS sheets, permits, maps, lists, manuals, catalogs, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with the Director and all department personnel, other City departments, vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/typewriter, calculator/adding machine, telephone, etc.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Ability to exert light physical effort in sedentary to light work associated with office work.

- Ability to recognize and identify similarities or differences between characteristics of odors, associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environment factors poses little risk of injury.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____