

# **FULL TIME POSITION OPENING**

## **OFFICE MANAGER**

### **DEFINITION**

Under the direct supervision of the Engineer, performs administrative, secretarial, and clerical work for Iowa County Secondary Roads.

### **DUTIES**

Assist the County Engineer in maintaining bookkeeping and payroll administration associated with Iowa County Engineer's Office. The following are a list of duties that are required but not limited to:

- Processing Payroll
- Processing income and expense claims
- Answering Phones
- Managing Moving Permits
- Managing Dust Control Permits
- Managing Work Orders
- Assist Engineer with Annual Reports
- Maintaining a good record keeping system
- Ordering Materials
- Bookkeeping

### **ENTRY REQUIREMENTS**

- High School graduate or G.E.D.
- Knowledge of basic business math and generally accepted accounting principles
- Operate general office equipment such as computer, Microsoft Programs, copier/scanner, calculator
- Sit at a desk for extended periods, stand for extended periods to assist office visitors
- Occasionally lift up to 50 pounds

### **OTHER**

Must be Legal U.S. Citizen, have valid Driver's License, and clean driving record.

Position will be based out of: Engineer's Office in Marengo.

Regular Hours are: 7:00 am to 3:30 pm Monday thru Friday.

Job Classification Pay: \$26.00 - 28.00 / hr

### **BENEFITS**

- Medical
- Dental
- Vision
- Life
- Short & Long-term disability
- Paid Vacation & Sick Time
- IPERS

### **TO APPLY**

Send cover letter, resume, and Iowa County Job Application form (available in the Engineer's office or at [www.iowacounty.iowa.gov](http://www.iowacounty.iowa.gov)) to Iowa County Engineer, Attn: Nick Amelon, 953 Franklyn Ave, Marengo, IA 52301.