

JOB OPENING

The Harrison County Engineer's Office is seeking applicants for the position of **Office Manager**. Hours are Monday through Friday from 7:30 am to 4:00 pm. The position is full time and includes benefits. This job requires a working knowledge of principles and standard practices of bookkeeping and the ability to create and maintain accurate ledgers and documents. Knowledge of computer programs such as MS Excel, MS Word, MS Outlook, MS PowerPoint, Adobe Acrobat, ThinkGIS, and Charts is desired. Working knowledge of other basic office equipment such as a two-way radio, copier/fax/scanner, plotter, and binder is also desired. Curiosity and eagerness to learn is desired. Good organizational and communication skills are a must. The ability to deal with the general public in a tactful, courteous, and professional manner is a high priority.

Please send cover letters and resumes to Kevin Russel by email at k.russel@harrisoncounty.in.gov. This position will remain open until March 12, 2010. After March 12, 2010 the position will remain open until filled. Cover letters and resumes may also be mailed to:

Harrison County Engineer's Office
Attn: Kevin Russel
300 North Capitol Avenue, Room 107
Corydon, Indiana 47112

JOB DESCRIPTION
HARRISON COUNTY ENGINEER'S OFFICE

POSITION: Office Manager – Engineer's Office
DEPARTMENT: Harrison County Highway Department
IMMEDIATE SUPERVISOR: Harrison County Engineer

JOB REQUIREMENTS:

This job requires a working knowledge of principles and standard practices of bookkeeping and the ability to create and maintain accurate ledgers and documents. Knowledge of computer programs such as MS Excel, MS Word, MS Outlook, MS PowerPoint, Adobe Acrobat, ThinkGIS, and Charts is desired. Working knowledge of other basic office equipment such as a two-way radio, copier/fax/scanner, plotter, and binder is also desired. Curiosity and eagerness to learn is desired. Good organizational and communication skills are a must. The ability to deal with the general public in a tactful, courteous, and professional manner is a high priority.

DUTIES:

Provide direct support to the Harrison County Engineer and the Harrison County Board of Commissioners.

Answer phones, screen calls, and forward messages accordingly.

Greet visitors to the office and handle complaints, requests for information, and work requests from the public. Ensure office is kept in an orderly and clean fashion.

Attend meetings and keep minutes as necessary.

Perform research on the internet as necessary.

Book travel and hotel arrangements and event registrations as necessary.

Sort mail and forward to the appropriate individual in the office.

Submit weekly timesheets and vehicle use forms to Highway Department Office and Auditor's Office. Keep copies on file for Engineer's Office as well.

Maintain office inventory for annual submission to the Auditor's Office.

Prepare letters, copies, correspondence, reports, permits and other documents as necessary.

Maintain paper files and digital archive files for Engineer's Office.

Maintain adequate office supplies for the Engineer's Office.

Monitor surety expiration dates for subdivisions within Harrison County and advise Engineer as necessary.

Call in utility locates.

Work with Highway Department Office staff to ensure contractor certificates of insurance are on file and current.

Conduct property owner and deed research as necessary.

Reconcile asphalt and stone tickets for paving projects and other projects supervised by the Engineer's Office. Assist with record keeping for said projects.

Assist with maintenance of the Highway Department website.

Assist with inside maintenance of the department's GIS map including but not limited to right-of-way permits, driveway permits, and accident data.

Provide inside supervision of co-op students while Engineer and Assistant Engineer are out of the office.

Perform other office related duties as necessary.

BENEFITS AND OTHER INFORMATION:

Position is full time - hourly. Overtime is none to minimal. Hours are Monday through Friday, 7:30 am to 4:00 pm. There are 17 holidays in 2010. 4 hours of vacation are earned each month during the first two years of employment. 8 hours of vacation are earned each month during years 3 – 9. 12 hours of vacation are earned each month after 10 years of employment. Employees receive 6 days per year of sick leave and 4 days per year of personal leave. Harrison County pays 3% of the employee's salary into the Public Employee's Retirement Fund (PERF). Health, Dental, and Vision insurance is available.