

**IDAHO COUNTY ROAD DEPARTMENT
4682 HIGHWAY 13 KOOSKIA, ID 83539
PHONE: (208)926-4471 FAX: (208) 926-7721**

**Office Manager/Administrative Assistant
Job Description**

The Office Manager/Administrative Assistant is a vital part of Idaho County Road Department services. Below are the general responsibilities, as well as some basic information about expected employee conduct. Upon hiring, the successful candidate will be provided with the Idaho County Employee Handbook which outlines in greater detail the employment policies of the County.

DUTIES AND RESPONSIBILITIES

1. Assist fellow Road Department employees with entry of time on the Idaho County computerized timesheet platform.
2. Make a copy of the daily board that lists employee name, equipment used and location for your records in the event you need to look back for any reason.
3. Answer the telephone and direct it to the appropriate person.
4. Listen for and answer any radio traffic that comes into the “shop”.
5. Stay current with claims (invoices for payment) by entering them on the computer list daily and filing the office copy.
6. Learn fellow employee names & call numbers.
7. Learn names of roads, locations, and districts located in Idaho County.
8. Call in line locates for areas being worked on.
9. Keep the office space, as well as the upstairs meeting room and restrooms presentable. Clean the lunchroom, counters, floor, and refrigerator on occasion.
10. Flagging during summer projects.
11. Arrange all training (Flagging Class & First Aid)
12. Complete Annual Road Report

13. Calculate costs for gravel, sand, cold mix, etc. and input the information into the computer.
14. Track and input all information for reporting on Good Neighbor Authority or other projects that require detailed documentation in order to qualify for reimbursement.
15. All other office related duties as required.

EMPLOYEE CONDUCT

The Office Manager/Administrative Assistant is the face of the Idaho County Road Department and is therefore expected to be polite and courteous to walk-in constituents, as well as callers. During business hours, cell phone use should be limited to urgent/emergency calls. Additionally, Idaho County Road Department business operations, discussions and issues should be confidential unless authorized by the Road Department Supervisor to be released to the public.

More complete, detailed policies found in the Idaho County Employee Handbook must be followed by the successful candidate as a condition of employment.