

IDAHO COUNTY ROAD DEPARTMENT
4682 HIGHWAY 13 KOOSKIA, ID 83539
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IDAHORoads@IDAHOCounty.org

CLASSIFICATION SUMMARY

The Office Manager performs daily record keeping, collecting and entering of daily time sheets, answering the phone and directing information to where it is needed, listening for radio traffic, calling in locates and damaged lines, keep all claims current, keeping the office, bathrooms, meeting room and lunch room clean, flagging, and other duties that may be needed. Without fail, the daily time must be entered on the computer and the filing kept current. Be courteous to all customers. Be responsible for all aspects of your job, know what you see and hear is to be kept confidential. You may be called out to assist with after hour emergencies to answer calls. Person selected must have average to above average computer skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY AND MAY VARY BY ASSIGNMENT)

1. Collect time sheets and enter in software.
2. Stay current with claims (invoices for payment).
3. Maintain office email and calendar.
4. Prepare and update documents and spreadsheets as needed.
5. Maintain equipment maintenance records and vehicle registration.
6. Record assignment of crew.
7. Answer the telephone and assist walk-in customers.
8. Listen for and answer any radio traffic that comes into the "shop".
9. Learn names of roads, locations, and districts where located.
10. Learn fellow employee names & call numbers.
11. Able to call in line locates for areas being worked on, broken phone lines, etc.
12. Order supplies for office, first aid, building, etc.
13. Responsible for keeping office as well as upstairs meeting room & bathroom presentable. Clean the lunchroom, counters, floor, and refrigerator on occasion.
14. Cell phone use is limited to emergencies only on company time.
15. Any and all other normal office duties not specified.
16. Possible flagging during summer projects.

Without fail, the daily time must be entered on the computer and filing kept current. Be courteous to walk-in constituents as well as those who call in. Be responsible for all aspects of your job and **KNOW** that what you see and hear is not for public discussion. Brainstorming, personnel discussion, planned work is to be kept confidential. When it is ready for public knowledge, the Road Supervisor will present it.