

KARNES COUNTY ROAD & BRIDGE

Office Manager

The Road and Bridge Department is responsible for coordination and implementation of multiple programs on behalf of Karnes County, including all road infrastructure construction and maintenance activities, permitting and 911 addressing, and operation of the Karnes County Collection Facility. This broad scope requires coordination across two functional groups located at four different facilities, all of which work directly with Karnes County constituents. The Road and Bridge Office Manager works directly with the Karnes County Road Engineer, the Construction & Maintenance Superintendent, the Foreman in charge of each of the three maintenance yards, and the Special Projects Manager to ensure that all service requests are properly documented, that internal costs and external invoices are properly tracked and coded, and that all records and related backup information are provided to other County Departments in an efficient and timely manner. The Office Manager is also responsible for construction and maintenance contracts developed by the office. Additionally, this position serves as the primary interface with Karnes County constituents and our vendors.

Education

- High school diploma or equivalent (Required)

Experience

- Three (3) years verifiable bookkeeping and invoice management experience (Preferred)
- Seven (7) years verifiable Office Manager experience (Preferred)
- Three (3) years verifiable supervisory experience (Preferred)
- Five (5) years experience in roadway maintenance and/or construction coordination (Preferred)

License & Certification

- Texas Driver License (Required)

Testing

- Criminal background check (Required)
- Drug Test (Required)
- Submittal of MVR (Required)

Other Qualifications That Are Highly Valued

- Working knowledge of Enterprise Asset Management and Work Order Systems
- Proficiency with Microsoft Word, Excel, and other Office Suite Products

Applications

- [Click here to download a blank application](#), OR
- Pick up a blank application at 713 W. Main Street in Kenedy, Texas.

Submit any questions OR completed applications to
wayne.gisler@co.karnes.tx.us