



KARNES COUNTY JOB DESCRIPTION

ROAD & BRIDGE OFFICE MANAGER POSITION SUMMARY

Department	Road & Bridge	FLSA Status	Exempt
Reports To	Road and Bridge Engineer	EEO Classification	Administrative Support Workers

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 insure that all service requests are documented and addressed in a timely manner, and that all records and related backup information are provided to other County Departments in an efficient and timely manner. Additionally, this position serves as our primary interface with Karnes County constituents and to our vendors.

ESSENTIAL FUNCTIONS

The KCRB Office Manager's responsibilities includes:

- Ensure all applicable policies and procedures are followed, including those related to establishing and maintaining a safe work environment.
- Coordination and management of all activities for the Road & Bridge Department main office as well as the satellite office facilities and service yards.
- Management of invoicing for 20+ vendors, including evaluation of charges, budgetary coding, coordinating approval from technical staff and the Road Engineer, and timely and accurate submittal to the Auditor's office.
- Maintaining KCRB records to insure accurate budgetary accounting at all times, prior to final payment by the Auditor's office.
- Development and oversight of all procurement contracts.
- Securing all departmental records, including personnel files maintained by the Karnes County Road Engineer.
- Monitoring of material, equipment, and parts inventory for all satellite offices.
- Coordination of road material deliveries with up to ten (10) vendors, multiple field offices, and private contractors.
- Implementation of KCRB Pubworks Software, including training all staff and contractors on entering and submitting daily work activities, and (2) functioning as the primary KCRB interface with constituents and the public in general to accept complaints and issue service requests.
- Maintaining daily and weekly schedule of KCRB road maintenance and construction activities throughout the County.
- Coordination and oversight of timesheets and related administrative records for 30+ employees, including primary coordination with HR, Payroll and Auditors to insure timely and accurate submittals for all KCRB, Special Projects, and KCCS employees.
- Coordination and preparation of multiple reports to Karnes County elected officials.
- Assisting the Road and Bridge Engineer with general correspondence, office coordination with vendors and clients, management of annual KCRB budget, and coordination of scheduled meetings, reports, and other activities.
- Perform other duties, special projects, and assignments as assigned.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High school diploma or equivalent required 	<ul style="list-style-type: none"> • Minimum 7 years verifiable Office Manager experience • Minimum 3 years book keeping and invoice management experience • Minimum 3 years supervisory experience (Preferred) • Minimum 5 years' experience in roadway maintenance and/or construction coordination (Required) 	<ul style="list-style-type: none"> • Texas Driver License (Required) 	<ul style="list-style-type: none"> • Criminal background check (Required) • Drug Test (Required) • Submittal of MVR (Required) 	<ul style="list-style-type: none"> • Working knowledge of Enterprise Asset Management and Work Order Systems (Required) • Proficient in Microsoft Word, Excel, and other Office Suite Products

Special Notes:

Skills that are considered VERY IMPORTANT to this position include (1) prior and/or current experience working with Civil construction & maintenance, (2) working knowledge of construction industry and related vernacular, (3) the ability to multi-task and to work in a high pressure environment with rapidly changing priorities, (4) dedication to a team, and (5) a strong commitment to outstanding customer service.