

Job Title: Operations Manager
Department: Public Works
Classification: Grade 11
Reports to: Public Works Director/County Engineer
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for overseeing, managing and performing the accounting functions to maintain all financial records, accounts and fiscal transactions for all divisions of Public Works (Road & Bridge, Solid Waste, Parks & Trails, Ag Inspector); the development and tracking of the multiple budgets of the department; and for initiating reporting and tracking systems to maximize county, state and federal tax dollars.

Supervise administrative staff and assists the Public Works Director in evaluating staffing needs. Coordinates, troubleshoots, and manages the technology systems of Public Works to ensure efficient implementation and operations. Manages county highway automated cost accounting system and databases.

Provides overall coordination and evaluation of public contact with issues related to the Public Works Department for direction and appropriate division supervisor's resolution. Assures compliance with reporting requirements and establishes protocol on meeting customer satisfaction related to complaints to the department.

Communicates with:

Internally – All Public Works staff and government center staff.

Externally – Vendors, government agencies and public.

Supervision:

Administrative Specialist III

Essential Work Functions:

- Supervise administrative staff in the performance of Public Works operations as it relates to accounts payable, accounts receivable and payroll to ensure proper and accurate accounting functions are in place to maximize County, State and Federal tax dollars, as well as providing excellent customer service.
- Provides direct supervision to the administrative staff by assigning tasks and monitoring workflow. Evaluates, interviews and conducts performance reviews of the administrative staff in assuring adequate job performance. Develops and implements systems that promotes and tracks efficient customer service and job duty compliance.
- Organizes, implements, monitors and ensures timely integration of financial records both internally and externally for the department.
- Coordinates and reviews project administration and delivery with Engineering Supervisors that includes project set-up and funding.
- Prepares grants, bonding, Federal and State contract expense reports to assure timely reimbursement.
- Analyzes expenses and receipts to determine major program fund balances and report financial trends in programs, grants and contractual expenditures to the Director. Provides for the accurate and timely completion

of each fiscal period financial close and reconciles Department financial statements with the county financial system.

- Leads in the preparation of the department's multiple annual budgets. Includes Road & Bridge, Solid Waste, Parks & Trails and Agricultural Inspections. Track and analyze multiple areas of Road & Bridge maintenance in order to project future expenditures and proposed levy needs.
- Maintains a perpetual inventory of items such as gravel stockpiles, salt, sand, culverts etc. Manages fixed assets in the cost accounting system for proper depreciation schedule and rental rates.
- Coordinates, troubleshoots and manages the technology systems of Public Works to ensure efficient implementation and operation. Monitors internal controls to assure compliance with established procedures.
- Develops and utilizes computer reports and output as required.
- Assists the Public Works Director in evaluating staffing needs and provide support in recruiting. Analyzes, evaluates and prepares reports on impacts to the department associated with staffing levels and employee issues.
- Provides overall coordination and evaluation of public contact with issues related to all divisions of the Public Works Department for direction and appropriate division supervisor's resolution. Ensures compliance with reporting requirements and establishes protocols on meeting customer satisfaction related to complaints to the department.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- Four (4) years of relevant experience, including supervisory experience.

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Class D Driver's license.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision			X	
Lift, Carry, Push/Pull Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions	X			
Atmospheric Conditions	X			
Travel	X			
Hazardous materials	X			
Extreme temperatures	X			
Environmental	X			
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____