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Job Title: Administrative Specialist III  
Department: Public Works  
Classification: Grade 6  
Reports to: Operations Manager  
Supervises: No  
Normal Business Hours: Monday – Friday, 7:30 –4:00 PM  
Telecommute: By exception  
Union: Yes  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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**Nature of Work:**

This position manages and maintains Accounts Receivable and Accounts Payable for all divisions of Public Works (Road & Bridge, Solid Waste, Parks & Trails, Ag Inspector) using the highway cost accounting system and IFS to accurately track expenditures and revenues from a variety of sources to maximize the use of Federal, State and County tax dollars. The position manages and maintains payroll in accordance with Union Contracts and County Policies for all Public Works staff. Provides support and backup functions for the Operations Manager. Provides support in the management of the Public Works Budgets, performs administrative duties for all supervisors with the Public Works Department and provides customer service for sales and inquires into the Public Works Department.

**Communicates with:**

Internally – All public works staff and government center staff.

Externally – Vendors, government agencies and public.

**Supervision:**

N/A

**Essential Work Functions:**

- Prepares and manages accounts payable invoices by coding with account numbers for IFS and account numbers for the highway cost accounting system and by verifying equipment, roads, projects, customers and activities so that expenses are allocated correctly.
- Maintains accounts payable records by accurately scanning and indexing. Reconciles the Auditor/Treasurer warrant register to cost accounting.
- Prepares accounts receivable invoices for supplies, services and permits.
- Reconciles and prepares deposits for Road and Bridge, Solid Waste and Parks for county Auditor/Treasurer office.
- Processes and posts accounts receivable invoices into cost accounting system and accounts receivable database.
- Verifies funds collected from the Morrison County landfill.
- Researches reports of damage to the county road system to recover damage expenses from the appropriate party and/or insurance company.
- Verifies fixed assets/inventory additions through A/P, process fuel inventory withdrawals and prepares MN Dept of Revenue fuel tax returns and refunds, monitors unit prices for inventory, verifies and accounts for new, traded, sold or scrapped equipment and make necessary changes to fixed assets and insurance, obtains licensing of all eligible equipment, verifies and accounts for small tool and equipment purchases in internal database.
- Updates changes to employee master file in Public Works software systems, verifies employee timecards for proper activity codes, equipment and compliance with union contract and personnel policy.

- Interfaces and completes data entry of employee timecard information into cost accounting. Prepares payroll reports for department supervisors and county administration department. Reconciles Paycom accrual report to PW timecard accrual report.
- Supports Operations Manager/Accountant in managing current and future year's budget. Reviews reports and provides data as requested in the preparation of the department's multiple budgets. Performs data entry of expenses, revenues, inventory, equipment, and employees into the highway cost accounting system to provide accurate data for the Operations Manager to maximize the use of Federal, State and County tax dollars.
- Assists townships, cities, vendors, contractors, public and other departments in person and via phone or email with; sales of materials and supplies, processing of utility, moving, right of way and access permit applications and prepare, process, and maintain public questions, comments and concerns on internal incident reports for distribution to the appropriate supervisor and Public Works director. Manages incident report database.
- Provides administrative support to Public Works supervisors & staff by completing various reports and documents, scanning, indexing and maintaining Certificates of Insurance for vendors and permit holders, completing registration and lodging arrangements for employee training, assist staff with various technology needs, maintain data base for training and safety certifications for all Public Works staff.
- Process and maintain Public Works and Solid Waste planning session agenda and documents, maintain executed resolutions and agreements.
- Maintains, orders and picks up supplies, delivers and retrieves documents and mail from county government center and various locations within the county.

#### **Other Work Functions**

- Performs related work as required.

#### **Minimum Qualifications of Education and Experience:**

- Requires two years of formal training in a tech or an associate degree.
- Three (3) years of experience required.

#### **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.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong 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.

#### **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	X	
Lift, Carry, Push/Pull Moderate (Up to 60 pounds of force)		X		
Travel	X			
Challenging or threatening behaviors	X	X		
Hazardous physical conditions	X			
Atmospheric Conditions	X			
Hazardous materials	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: \_\_\_\_\_