

CITY OF SHELBYVILLE, TENNESSEE
Administrative Office Manager (Full-Time)

DEFINITION:

The employee is responsible for administrative managements duties involving considerable public interaction. Exacting skills must be used in handling difficult situations, tight schedules, and inflexible deadlines. Duties also include other support services under the general supervision of the Public Works Director. Directions are usually specific and independent judgement is used in performing tasks. Employee must understand the municipal organization, operating procedures and departmental policies to consider different courses of action.

DEFINITION:

This is a full-time position Monday-Thursday; 6am-4:30pm. Pay rate depends on qualifications and experience. The City provides a comprehensive benefits package.

EQUIPMENT/JOB LOCATION:

- The employee will primarily work indoors at the Shelbyville Public Works office.
- The employee will operate telephones, scanners, copy machine, calculators, and other modern office equipment
- Intermittent sitting, standing, stooping, lifting, and walking is required
- The employee will be required to lift in excess of 25 pounds on a regular basis
- The employee may be exposed to loud noise

ESSENTIAL FUNCITONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Greet and assist all customers in a prompt, friendly and courteous manner.
- Answer phones, taking customer complaints, sanitation and mowing calls. Handing out complaints according to who is responsible.
- Maintain and update records on Sanitation/Business cart lists.
- Property lookups on the GIS for Sanitation officer.
- Assists Parts Manager on the Tatems inventory program.
- Maintain employee vacation and sick time through the payroll system for the Public Works Dept. and the Cemetery.
- Performs all Tennessee one calls through the 811 system.
- Monthly reports for the Public Works Dept. and Cemetery.
- Process all street cut permits for the City.
- Process grading permits, and keep up with who, when and where.

- Process all codes violation paperwork on abatements.
- Enter all Public Works and Cemetery invoices into Mercury.
- Process monthly TDOT State Maintenance reports.
- Prepare all billing for County on all road signs and trash, Horseshow trash and Wartrace signs/mosquito spraying.
- Maintains money boxes for the burn pit & transfer station, balancing daily.
- Complete all accident reports, reporting them to City Hall.
- Coordinates ordering for all new employee uniforms, and resolving all issues with Aramark.
- Coordinates dump and returns for Burn-Pit.
- Coordinates the dumping of the Metal Bin when needed for the Transfer Station.
- Maintain records, and collection of monies of all 2nd carts on Sanitation routes.
- Reports to TDEC on the quarterly transfer station report.
- Update and maintain all Public Works Dept. social media on all Public Notices.
- Maintains yearly calendar for website.
- Maintains employee Hepatitis B vaccine list.
- Assist the Public Works Director when necessary.
- Completes payroll status change forms when needed.
- Inventory and ordering of all office supplies, cold patch, and rock to keep at the Public Works shop for jobs.
- Notifies Comm Center of street closings due to projects.
- Assist with TDOT TAP/STP project paperwork.
- Assist with preparing MS4 annual report.
- Assist with preparing and sending codes erosion paperwork.
- Assist with ordering stormwater MS4 supplies for outreach.
- Assist with organizing and documentation of MS4 complaints.
- Assist with office training in all aspects of stormwater inspector.
- Maintain Department calendar.
- Record keeper for Department.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to multi task, be computer literate, and detail oriented.
- Ability to use all general office equipment, i.e. calculator, scanner, fax machine, multi-line telephone, etc.
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to understand and follow verbal and written directions.
- Ability to establish and follow detailed work procedures.
- Ability to deal effectively with the public in person and via telephone.
- Assisting and answering questions from the general public.
- Knowledge of software including excel, word and PowerPoint.
- General accounting

RECOMMENDED QUALIFICATIONS

- Any combination of training and experience equivalent to a minimum of 3-5 years office/construction environment experience.
- Graduation from an accredited high school or GED equivalent.
- Excellent communication skills, both verbal and written.
- Experience working with the public in a Customer Service type capacity.
- Training and experience working with a computer system is required.
- Possess a valid driver’s license.
- Be at least 18 years of age.
- Possess strong communication skills.
- Be a U.S. citizen or upon hire show proof of right to work in the U.S.
- Able to fluently read, write, speak and understand English.
- Be self-motivated and a team player.
- Able to successfully complete a background screening and pre-employment drug test and physical.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Administrative Office Manager for the City of Shelbyville Public Works Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined with or without an accommodation?

Yes _____ No _____

Signature

Date