

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Administrative Specialist
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: COMOT VI (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2006
DATE REVISED: June 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Administrative Specialist for the LaPorte County Highway Department, responsible for handling financial recordkeeping, preparing annual budget, process payroll and personnel forms, organize and record data, and perform administrative support for the Highway Department.

DUTIES:

Maintains daily records of hours worked by department employees including creating time cards and time sheets, entering data on computer accounting program and Employee Service Record sheets, verifying hours recorded on daily time sheet and bi-weekly time sheet against punched time card, ensuring all sheets are accurate and complete, and making copies of time sheets for employees and other departments as required. Add employee to roster.

Maintain information in the TimeTrax Time and Attendance Software, including entering employee information, creating time cards and running reports.

Process forms for new employees and inform them of the current time keeping methods and procedures of the department.

Completes employee bi-weekly payroll for the Highway Department, including entering hours worked, overtime pay, rate of pay, and amount due, delivering via e-mail to the Auditor's Office, creating spreadsheets of all payroll submitted, and balancing Distribution Reports for each payroll.

Writes and disseminates press releases to media outlets by request of the superintendent, organizes, maintains and updates media list and contacts.

Discuss discrepancies in paychecks with employees, determines if adjustments are needed, and makes adjustments as indicated.

Calculates and records all employee leave such as overtime, vacation, sick, bereavement, jury duty, leave without pay, administrative leave, military leave, holiday leave, and Workers Compensation and/or FMLA leave.

Monitors employee's length of service to ensure that longevity and leave accumulation is appropriate for employee's length of service and that it is updated when appropriate.

Complete forms for employee change of position, promotions and change rate of pay as needed.

Keep track of all employee's driver's licenses, when they expire and get copies when new license is received.

Handle all write ups for employees.

Prepares annual budget, attends budget hearings, maintains and reconciles journal for each fund with Highway Department's budget and administers budget upon approval. Reviews budget accounts, recommends transfers of funds, and requests appropriated funds.

Process invoices and purchase orders for payment which includes assigning account numbers, entering invoices in the Financial System, assembling invoices with requisitions and delivering to Auditor's Office. Keep records of all vendors and what invoices were paid to each vendor.

Receipts all monies that come to the department and EFT's that come to the Auditor's office, making sure deposits are placed in respective accounts.

Submits request for encumbrance of any funds for the department.

Establishes and maintains an employee file for all employees to house all employee information such as, time earned, time used, approved leave request, FMLA and Worker's Compensation, and personnel records; ensures that all records are updated and modified as necessary.

Relay information from the Human Resources Department to the employees as needed, post information on bulletin boards in the break room and keep each sub district aware of any new information happening in the county. Explain changes to benefits during open enrollment to employees.

Communicate with Human Resources Department and Superintendent regarding review of qualified hires and their applications. Follow up Superintendent's choice for applicant and coordinate interviews with Human Resources regarding date and times.

Receives notification of employee separations, processes End of Service form to document and record the separation, calculates employee's remaining vacation and sick time, and forwards to the Auditor's office.

Completes the necessary forms to process employee changes in position or classification, promotion, rate of pay, and change of name and/or address.

Maintains, updates, and backs up County Highway files as needed, including storing, retrieving, integrating, and compiling data for administrative reports to be disseminated to the Superintendent, Commissioners, County officials, and law firms as needed.

Performs various administrative duties, including maintaining and updating department files, tracking overhead items and cost accounting, entering data into computer, maintaining office supplies, and ordering supplies and repair service as needed.

Assist Emergency management in the preparedness of emergency situations that involve the county Highway.

Process all FEMA claims for the Highway Department working one-on-one with the FEMA representative and the Director of Emergency Management.

Keeping a daily record of maintenance done on all county equipment and vehicles, and submitting reports to Commissioners and council when necessary; recording all changes of equipment and vehicles in inventory log book and computer.

Run diagnostic program on trucks in the shop and clear codes as needed.

Compose letters and memos to residents of LaPorte County notifying them of any work done by the County Highway in their area.

Request to be on Commissioner and Council meetings for approval to use funds to purchase equipment or materials or funds needed for special projects.

Handle all yearly material bids and bids for new equipment purchases, maintain specifications for each class bid, advertise in papers, schedule bid openings and recommendations at Commissioner Meetings, review bids with Superintendent and contact vendors on who was awarded the bid for the current year.

Assist the Highway Engineers as assigned, including taking calls and messages, help with project bid specifications and advertising in the paper, keep track of all projects and maintain the balances on those projects, processes forms for Federal funds, pay and file invoices, process reimbursement claims to the state and performs and any other duties assigned by the engineer.

Maintain all the grants for the department. Keep track of invoices paid, vouchers submitted, reimbursements and transfers between the funds and make sure they all balance.

Updates the list of all subdivisions, roads and bridges in LaPorte County and make sure county maps are updated with employee designated work areas.

Maintain information in the Tecalemit Fuel System. Add and remove vehicles and employees as needed for the highway and other county departments and run daily fuel reports.

Bills the other departments that use the Tecalemit Fuel System for monthly fuel used and process payments as received.

Maintains fuel records which enable the department to file with the Indiana Department of Revenue for refund of fuel taxes paid.

Maintain all records for IDEM with underground storage tanks, yearly inspections, reports needed for inspections and compliance paperwork.

Take underground storage training through IDEM and keep active certified.

Maintain records for GAAP reporting.

Update and maintain fixed assets and vehicle inventory for the department. Maintain vehicle equipment replacement permits.

Setup, activate and maintain the Oxcart Permit Systems to process local oversized/overweight permits.

Completes and submits the Annual Operational Report to the Indiana Department of Transportation and to the Indiana Local technical Assistance Program.

Forward all legal documents including law suits to proper legal council.

Make all lodging arrangements for Superintendent. Register Superintendent for conferences and seminars. Prepares and send letters to commissioners for approval of attendance.

Applies for lost plates, registrations and newly purchased equipment titles with the BMV.

Makes needed trip to the annex building to pick up or drop off appropriate paperwork to perspective departments.

Work with insurance company to maintain accurate records on vehicles and equipment that are insured.

Answers telephone, greets office visitors and communicates over the two-way radio when needed.

Ensure that new Material Safety Data Sheets are placed into on-site book at the LaPorte Site. Makes copies for other locations for foreman to place into MSDS books at their sites.

Responsible for keeping all Worker's Compensation /Injury and personnel files current.

Handle correspondence from insurance on Risk Control Visits of the department.

Maintain accurate records and prepare reports, including but not limited to, inventory of materials purchased, cost to pave each road, and balance on contracts.

Maintains all Commissioner and Council meeting minutes and ordinances for the department to have access to them.

Label and box Highway forms at years end to be stored for future reference.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to follow practical and state prescribed accounting procedures used in gathering, compiling, and posting of data.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Extensive knowledge of computer software applications, such as desktop publishing, project management, spreadsheets, and database management.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to type and use standard office equipment including computer, typewriter, calculator, copy machine, fax machine, telephone, and 2-way radio.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Extensive knowledge of computer software applications such as desktop publishing, project management, spreadsheets, and database management; proficient in typing and good at spelling, punctuation, grammar and oral communication; data entry operations with reference to speed and accuracy; good customer service and interpersonal skills; discretion, good judgment, organizational ability, initiative, and the ability to work independently.

Knowledge of sources of information regarding laws, codes and regulations; policies and procedures regarding selection, promotion, transfer, disciplining or discharge of employee; of bookkeeping principles and practices, the departments payroll policies and procedures, and time accrual rules; of various communications media; of public relations strategies.

II. RESPONSIBILITY:

Incumbent performs a variety of standard duties according to the established accounting practices and procedures of the department, using judgment and taking personal action in determination and implementation of the best methods to achieve desired results.

Ability to detect errors or discrepancies in the entry of records, posting data, or other log entries; to detect errors in grammar, punctuation or omissions through proofing letters, reports, forms, tables, or codes; to organize information in reports, correspondence, policy manuals, procedures, ordinances/laws, etc; to interpret complex data such as spreadsheet computations, charts, and graphs as needed to aid in interpreting payroll data and budget information; to trace mathematical errors in payroll records and budget records as needed to locate and correct discrepancies; to establish and maintain effective working relationships with supervisors, department office employees or other agencies; to include tact, courtesy, and diplomacy as needed; to provide and request information relative to payroll issues; and to manage time and projects as needed to meet bi-weekly deadlines.

Errors in accuracy, judgment, tact or communication could result in a significant loss of productivity and credibility. Failure to review work in a professional manner will result in errors on an employee's payroll. Failure to establish and monitor work schedules will result in an inability to meet deadlines and will delay the completion projects.

III. PERSONAL WORK RELATIONSHIPS:

Employee maintains frequent contact with co-workers, Auditor's Office, Commissioner's Office, Sheriff's Department, EMS, EMA, utility companies, schools, 911, State Agencies, vendors, and members of general public for a variety of purposes.

Incumbent reports directly to the Superintendent.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Employee works in standard office environment, including sitting and walking at will, standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, keyboarding, speaking clearly, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work with or be exposed to irate/hostile individuals. Employee may be required to work extended hours, weekends, and evenings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Specialist for the LaPorte County Highway 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?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name