NOTICE OF JOB OPENING FORM

Supervising elected official: Judge Allen Dodson

Fund Number: 2000 Department: 0200 Road Dept.

Budget Line Item: 1275

Rate of pay: Not to exceed $53,025.00 Working hours: M-Th 6AM-430PM

Job Title: Office Manager

Job Description: See attached page

Essential job functions:

Minimum requirements

Education: High School Diploma or GED

Experience: 1yr experience in a related area of work performed.

Skills and knowledge: Computers & Software Applications

Other requirements:

Position posting date: 11.17.2026 Position closing date: 12.1.2026

Signature of supervising elected official: [signature] Date: 11-17-26

Faulkner County Road Department Office Manager

Essential Duties And Responsibilities include the following. Other duties may be assigned.

1. Report directly to the Faulkner County Road Foreman.
2. Responsible for supervising the Administrative Assistant III at the Faulkner County Road Shop.
3. Responsible for ensuring all administrative functions assigned by the Road Foreman are completed accurately and timely.
4. Perform accounting duties for the department. Post invoices to accounts and pay bills ensuring line items are maintained within the department budget. Assist with the preparation of the annual budget.
5. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
6. Maintain payroll and personnel records for department, which has approximately 40 employees.
7. Perform clerical duties such as photocopying, posting notices, and distributing materials.
8. Create and submit purchase claims, personnel forms, time cards, comptroller reports, crusher reports, tile invoices, road sign invoices, gravel agreements, project reports etc. in an efficient manner.
9. Maintain sick leave and vacation leave records for staff. Assist other employees with insurance problems and completion of forms. Prepare and file workmen's compensation claims for employees, as required.
10. Maintain inventory on Road Department vehicles and equipment. Ensure that they are all licensed and insured.
11. Prepare, distribute, and file various monthly reports to include grader reports, mower reports, crusher reports, gas, oil, and diesel reports, overlay reports, and work progress reports.
12. Maintain computerized records of signs posted and roads sealed.
13. Record road, bridge, drainage, and brush hog complaints and log complaints in appropriate log.
14. Maintain adequate supplies and forms in the office. Replenish as necessary.
15. Perform other office functions as directed by the County Road Foreman.
16. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.