
ROAD & BRIDGE ADMINISTRATIVE COORDINATOR

Rev 4/2025

Department: Road & Bridge
Reports To: Road & Bridge Superintendent

Position Summary

Under the administrative supervision of the Road & Bridge Superintendent, the R&B Administrative Coordinator is a non-exempt position under the FLSA. The R&B Administrative Coordinator performs administrative and budgetary duties for the Road & Bridge Department. Responsibilities include the development of the department budget, applying for project funding through state and federal programs and complying with associated program requirements, and addressing citizen concerns. Work and actions are subject to review and final authority of the Road & Bridge Superintendent.

Essential Functions

- * Maintains compliance with federal, state, and local regulations, laws and ordinances pertaining to roads and bridges.
- * Ensures excellent public relations by following up on citizen concerns, consistently posting public information, and engaging in professional communication.
- * Attends County Commission meetings, public hearings, pre-construction meetings and other meetings related to requirements of the position.
- * In collaboration with Road & Bridge Superintendent, makes recommendations to and carries out directives of the County Commission.
- * Provides written progress reports to the Road & Bridge Superintendent and County Commission as needed.
- * Develops long-range projections of budget requirements and works with the County Commission to develop an ongoing five-year road and bridge maintenance and repair plan.
- * Prepares annual budget for approval of Commission and operates the department within the parameters of the approved budget.
- * Maintains a high level of awareness of operations and projects that may impact Marion County relating to grant funding and programs for funding assistance from the state and federal governments.
- * Applies for funding assistance and ensures compliance with requirements, including reporting and documentation.
- * Oversees department finances.
- * Coordinates with utilities, KDOT, and other companies/agencies as required for work/projects and ensures all required permits are obtained.

Marginal Functions

- * Works with the County Commission to facilitate acquisition of real estate for required easements.
- * Answers phone calls and assists the public with general requests.
- * Enters customer requests in PubWorks.
- * Other related duties as deemed necessary or as required by the Road & Bridge Superintendent.

Road & Bridge Administrative Coordinator

Minimum Position Requirements

Education and Experience: College or technical degree in management, finance, business, or construction management preferred. More than three years of business / administrative experience is required. Extensive customer service experience is preferred. Working knowledge of municipal budget and finance is preferred. More than three years of road and bridge maintenance, construction or similar related experience preferred. This position requires a valid Kansas driver's license. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within two years.

Skills: Excellent interpersonal, teambuilding and communication skills are needed in this position. Must demonstrate working knowledge of principles and practices of road and bridge construction and maintenance and construction materials, safety standards, federal, state, and local regulations. Must have ability to research and interpret research findings. Must possess the ability to interpret technical data, maps, construction plans, charts, and diagrams. Management skills, such as the ability to prepare and manage a budget, gather, and analyze information, prepare reports in a concise and comprehensive manner, and effectively manage a team of subordinate personnel are necessary. The ability to collaborate with a management team and delegate tasks is extremely important. Critical thinking and mathematical aptitude are required. The ability to communicate effectively and professionally, even in stressful situations, is required. Must possess the ability to hear, understand, and look at an issue with an open mind and work with others toward a solution.

Problem Solving and Decision Making: Extensive problem-solving and decision making are required in this position. Examples include developing budgetary priorities and determining when to consult with an outside agency or contractor for a specific project. Problem solving relating to public complaints and determining the most economical solution to fit the needs of the specific circumstance. Situations occur outside established policies and procedures that may require astute judgment.

Accountability: Employee is responsible for budgetary control of the department and participates in the annual departmental budget process. Financial and regulatory compliance of the department must be maintained at all times. The person in this position is expected to demonstrate an exemplary work ethic: keeping commitments, completing tasks on time, maintaining confidentiality when necessary, and communicating respectfully to associates, subordinate personnel, and the public.

Supervision: Little or no daily supervision is provided by the Board of County Commissioners or the Road & Bridge Superintendent, though job related decisions are occasionally reviewed. The R&B Administrative Coordinator is ultimately responsible for carrying out supervisory responsibilities of the office in accordance with the county's policies and procedures. Supervisory responsibilities are carried out in collaboration with the department management team, to the extent possible.

Personal Relations: This position involves frequent contact with other County departments, daily contact with the public, and subordinate personnel. Frequent contact with the County Commissioners and other department heads, outside agencies, vendors, and contractors also occurs. Positive public relations are extremely important to the success of the department.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this position, the employee may be exposed to adverse conditions involving adverse weather, dust and pollen when working in the field. Working around heavy equipment, excessive noise, moving mechanical parts, fumes and hazardous chemicals may be present. The noise level in the work environment is usually moderate indoors and loud while outdoors and around equipment. While most work is performed in an office environment, some exposure to hostile people may occur when assisting the public.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee regularly lifts 10 pounds, and occasionally lifts and moves 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work involves working in an office environment most of the time, but also includes working in the field inspecting work which may require traversing over rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.