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## ADMINISTRATIVE SPECIALIST III

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Revised 4/2026

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

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### **Position Summary**

Under the administrative supervision of the Road & Bridge Superintendent and the Road & Bridge Administrative Coordinator, the Administrative Specialist III is a non-exempt position under the FLSA which performs clerical and accounting duties of a complex and varied nature. Responsibilities include frequent public contact and interdepartmental contact through conveying messages, information, and department procedures and schedules. Work involves maintaining office records, reports, and financial bookkeeping accounts of the department. The Administrative Specialist III facilitates the smooth office operations of the Marion County Road & Bridge Department.

### **Essential Functions**

- \* Answers phone to receive and deliver messages;
- \* Receives and handles citizen complaints and requests;
- \* Assists the general public, other departments, and survey companies with access to County road / survey records;
- \* Collects, sorts, and distributes department mail daily;
- \* Creates, enters, copies, and distributes correspondence, invoices, purchase orders, contracts, and reports;
- \* Maintains complete detailed files;
- \* Maintains attendance and personnel records, including crew continuing education records;
- \* Prepares and submits department payroll records and payroll vouchers to the County Administrator's office for processing;
- \* Manages PubWorks program including entering customer requests, reporting, cost tracking, and workforce tablet assignment;
- \* Follows up with customers about the status of their requests, as directed;
- \* Assists as needed with processing utility and right-of-way permits;
- \* Maintains records of materials purchased, amount of rock and asphalt used, and the locations;
- \* Maintains vehicle and equipment record, keeps insurance coverage current, and ensures that inventory lists are up to date.
- \* Coordinates mobile phone setup and provides support to assigned users;
- \* Receives, processes, and deposits receipts for payments on billings in accordance with County policy;
- \* Prepares vouchers for payment to vendors;
- \* Balances monthly billing statements;
- \* Records monthly expenses and receipts and tracks against budget;
- \* Provides financial information to Administrative Coordinator and/or Superintendent;
- \* Maintains records of fuel used by every County department, manages fuel fobs and prepares billings;
- \* Orders fuel for section men;
- \* Coordinates mandatory drug testing for department employees;
- \* Tracks and maintains uniform ordering and cancellations for department employees;
- \* Ensures department website is current and manages social media posts;
- \* Assists department employees with administrative needs;
- \* Monitors office supplies and orders supplies when necessary.

## **Administrative Specialist III Road & Bridge Department**

### **Marginal Functions**

- \* Schedules appointments for the Road & Bridge Superintendent;
- \* Assists in tracking expenses and other information for reimbursement by FEMA and other agencies as needed;
- \* Cooperates with and assists other departments within the facility, as needed;
- \* Other related duties as deemed necessary or as assigned.

### **Minimum Position Requirements**

Experience: At least three years of clerical and bookkeeping experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Technical degree, certification or college level education preferred. Computer course along with courses in accounting and bookkeeping at college level required, or equivalent training and experience.

Skills: Considerable knowledge of report preparation, accounting principles, mathematics, map reading, and office procedures and policies. Meticulous record keeping and accurate bookkeeping is required. The ability to operate office equipment including, but not limited to, computers and copiers. Ability to receive, interpret and follow instructions. The ability to express or exchange ideas by means of communication. Excellent interpersonal, verbal and written communication skills required. Knowledge of double entry bookkeeping.

Problem Solving: Day-to-day problem solving exists in this position. Problems include handling citizen complaints concerning road conditions and project schedules, dealing with supplier accounts, coordinating mandatory drug testing for department employees, and obtaining necessary information from vendors.

Decision Making: Day-to-day decision making exists in this position. Decisions include prioritizing work assignments. Employee makes decisions about the most efficient and accurate methods to perform daily duties.

Accountability: Employee is responsible for funds collected in the office. Employee is not responsible for budgetary control of the department but tracks expenditures and income and may assist in the annual department budget process.

Supervision: Day to day supervision is provided by the Road & Bridge Administrative Coordinator as needed. Independent work is required and expected. Occasional supervision is provided by the Road & Bridge Superintendent. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Frequent contact with other county departments and the general public.

Working Conditions: While most work is performed in an office environment, some exposure to hostile people may occur when assisting the public.

Physical Requirements: Work is sedentary in nature and involves desk work most of the time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.