



LANGLADE COUNTY JOB DESCRIPTION OFFICE MANAGER

Departments: Forestry, Parks and Recreation Department
Reports to: Forestry, Parks and Recreation Administrator
Grade/Wage: Grade 15, \$23.00 to \$29.00
FLSA Status/Hours: Non-Exempt, 40 Hours per week
Revised: 12/30/2025

Summary:

This position is responsible for management of the Forestry, Parks and Recreation Department office operations, financial systems and grants with oversight of other office staff as assigned. Duties include accounting and record keeping, contract and agreement drafting, research, and contract administrative duties including but not limited to timber sales, various development and maintenance grants, events, and special use permits.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Office Management:

- Acts as the primary public contact for issuance of various permits, provision of proper information via in-person contact, phone, e-mail or social media and directs inquiries to responsible staff.
- Maintains the online reservation system and point-and-pay for campgrounds, rental cabins, pavilions and rental spaces. Acts as primary contact for reservation system questions, changes and refunds.
- Maintains departmental inventory, processes ordering and purchasing of all equipment and supplies for all Forestry, Parks and Recreation Programs.
- Manages and assists with the sale of department surplus property through the auctions online including photos, official listing, inspection visits and completion of delivery after sale.
- Develops, maintains and improves department website, social media accounts and various information center signage and documents to ensure proper and updated data for the public.

Accounting and Grants Management:

- Performs a variety of accounting functions including billing, receipting and deposits of various income sources within the Forestry accounting system, transfers funds and invoices to the County Treasurer and/or Finance Department for receipting and/or payment.
- Creates tracking ledgers for various non-forestry accounts including revenues and expenses related to Campgrounds, Parks and Recreation, Recreational Trails, Fairgrounds and miscellaneous revenues and expenses. Transfers funds and invoices to the County Treasurer and/or Finance Department for receipting and/or payment.
- Maintains financial accounts, collections, deposits and invoices, for various grant programs including but not limited to County Forest Aids, County Forest roads aids, Sustainable Forestry Grants, Stewardship project grants, Snowmobile maintenance and development, ATV/UTV maintenance and development, Recreational Trails Program and other grants that may be available and approved. This work includes management of grant

agreements and files to ensure the accuracy and completeness of forms and documentation required for grant reimbursement and input and tracking of expenses within required granting accounting systems.

- Assists the Forestry, Parks and Recreation Administrator in the preparation of departmental budgets and determines the proper allocation of resources to correct accounts.
- Maintains and reconciles revenue and expense accounts with the Finance Director.
- Assist staff in preparing and writing grants and other program applications as needed.
- Responsible for representing the Department during all State and County audits. Reports department financial status to the Forestry and Recreation Committee as requested.

Event Coordination:

- Assists with management of events held at County-owned lands, facilities and the Event Center including establishment of agreements, billing and collection of fees.
- Maintains relationships with various user groups, vendors and event organizers which utilize department managed facilities and grounds.
- Coordinates and manages winter storage agreements on the Event Center property including intake agreements and management of insurance requirements.
- Promotes department facility events through various methods including the electronic Marquis, websites, creation of flyers, signage and kiosk information.
- Manages and maintains the key security system and issues door fobs and keys for event users, department buildings, department facilities and department gates.

Contracts, Agreements, Permitting:

- Maintains, reviews and updates timber contract records including records of timber cut, input of scale data for timber removed, calculation of values, creation of invoices, collection of payments and distribution of funds to appropriate accounts as required in Wis. Stats. 28.11.
- Maintains, reviews, and updates timber sale contracts, renewal agreements, rate increases, close out of contracts and disposal of bonds within the County accounting system. Process includes advertising, job maps, monitoring bids, new jobber credit checks, contract drafting, insurance certifications, sustainable forestry certification checks and notifications to bidders.
- Coordinates contracting process for various service contracts including cleaning, garbage disposal, equipment maintenance, building maintenance and facility maintenance as required by the Department. Work includes advertising, monitoring bids, reference checks, contract reviews, insurance certifications, and notifications to bidders.
- Updates and maintains building, equipment and facility permits as required by the department.
- Coordinates building and facility safety and insurance inspections as required by the department.

Other Duties:

- Attends County meetings when requested, may include intermittent evening work scheduling.
- Special projects as assigned.
- Perform Notary Public duties as needed for department documents.
- Performs any other program-related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Associate's degree preferred. High school diploma or GED and completion of 5 years of office management, accounting or equivalent experience which provides the necessary knowledge, skills and abilities to perform the duties and responsibilities of the position.

Knowledge, Skills and Abilities:

- Ability to work independently without constant supervision or specific assignments, while using accurate, independent decisions regarding scheduling and completing office duties and priorities.
- Excellent organizational skills, high-level maturity with a strong degree of self-direction and motivation.
- Excellent written and verbal communication.
- Ability to maintain and complete records and prepare clear and detailed reports.
- Ability to meet deadlines while working accurately and efficiently.
- Knowledge of bookkeeping and math.
- Ability to multi-task over various departments and programs with frequent changes in priorities.

Technological Skills:

Working knowledge of general office equipment, Windows, Microsoft Office Suite, various accounting software and generally accepted accounting principles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Normal office working environment with little or no discomfort from temperature, dust and noise.
- The noise level in the work environment will range from quiet to moderately loud.
- Environment with a variety of personal contacts and concerns.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date