



LANGLADE COUNTY JOB DESCRIPTION OFFICE MANAGER

Department: Forestry and Recreation
Reports to: Forest Administrator
Grade/Wage: Grade 15, \$23.00 to \$29.00/hr.
FLSA Status/Hours: Non-Exempt, 40 Hours per week
Revised: 1/2025

Summary:

This position is responsible/coordinates office activities as directed by the Forest Administrator, and directing the work of other clerical office staff as needed. The work of this position involves the performance of relatively complex bookkeeping, record keeping, computer work, clerical tasks, and timber sale administrative duties related to keeping financial accounts and records. This position is responsible for administering various recreational grant programs.

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.

- Independently coordinates day-to-day office activities and direct and supervise work of other secretarial staff in the Forestry and Recreation Department.
- Maintain and reconcile accounts with Finance Department through interagency AS/400 computer system.
- Post vouchers, receipts, and disbursements to appropriate book, ledger, or journal; calculating and balancing all figures.
- Responsible for collecting, receipting, and depositing all timber sale monies, land use permit fees, grant funds, camping fees, shelter fees, wood sales, ice sales, t-shirt sales, wood permit fees, bough permit fees, etc., with the Langlade County Treasurer.
- Prepare vouchers and statements, assist in preparing the annual budget, and maintain and reconcile accounts.
- Reconcile bank accounts, payrolls, and other related financial reports.
- Maintain, review, and update timber sale contracts, including renewal agreements, rate increases, and statements. Close out contracts and dispose of bonds.
- Coordinate the preparation for timber sales, including placements of advertisements, job maps, checking of bids, new jobber credit, preparation of contracts, and notification to bidders.
- Responsible for the department accounts, including county forest revenue, road aids, state aid to forestry, land and timber sale deposits, and others and, with Forest Administrator prepares and determines department budget and allocation of resources.
- Assist Forest Administrator in preparing/writing snowmobile, ATV, NRTA, Wildlife Habitat, and other grant program applications.
- Assist Forest Administrator in compiling and maintaining snowmobile, ATV, NRTA, Wildlife Habitat, and other grant programs.



- Maintain records of timber cut by jobbers or contractors.
- Responsible for insuring that all worker's compensation and Sustainable Forestry Initiative certificates of active logging contractors are up to date.
- Enter timber sale information, including contractual information and scale volumes, on an advanced timber sale program.
- Responsible for maintaining and updating advanced timber sale computer program to insure all aspects of program are beneficial to the department, logging contractors, and DNR.
- Perform a variety of recordkeeping and correspondence functions including budget preparation, Department expenditures and receipts, agreements with other agencies, correspondence, and reports. This includes compiling information and financial data for monthly, quarterly, and annual reports.
- Responsible for representing the Forestry and Recreation Department during all State and County audits.
- Answer telephone, type correspondence, and give general information in response to inquiries. Issue wood cutting and bough cutting permits and sell plat books.
- Oversee the purchase and/or lease of office supplies and equipment.
- As required, attend other County Committee meetings as representative of Forestry Department.
- Perform duties as part of process of maintaining confidential employee personnel files.
- Attend Forestry and Recreation Committee meetings as representative of Forestry Department and record and transcribe minutes of meetings as requested by the Committee.
- Attend Snowmobile Council meetings or other snowmobile-related meeting as requested by the snowmobile coordinator.
- Draft resolutions for monthly county board meetings, as necessary.
- Special projects as assigned by the committee.
- Make recommendations for budget and work assignments.
- Perform Notary Public duties as needed by public and documents relating to snowmobile program.
- Maintain and protect the confidentiality of information as deemed necessary.
- Cooperate with various agencies and groups to achieve program objectives.
- Perform any other program-related duties as assigned by the Forest Administrator.

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 the essential functions.*

Education and/or Experience;

Associates degree preferred, but not required. Graduation from high school and completion of 3 years of office management or secretarial and accounting work experience which provides the essential knowledge, skills and abilities.



Knowledge, Skills and Abilities:

- Ability to work independently without constant supervision and 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 required.
- Excellent written and verbal communication required.
- Ability to maintain and complete records and prepare clear and detailed reports.
- Ability to read and interpret legal descriptions and various types of maps and aerial photographs.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication.
- Ability to meet deadlines while working accurately and efficiently.
- Stress and time management skills
- Knowledge of bookkeeping and business math.

Technological Skills:

Working knowledge of Windows and Microsoft Office Suite.

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 the 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 the essential functions.*

- Normal office working environment with little or no discomfort from temperature, dust, noise.
- The noise level in the work environment will range from quiet to moderately loud.

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