



## LANGLADE COUNTY JOB DESCRIPTION OFFICE MANAGER

Departments: Forestry Parks and Recreation/Maintenance  
Reports to: Department Finance and Grants Manager  
Grade/Wage: Grade 15, \$23.00 to \$29.00 (Grade may change based upon 2026 compensation Plan)  
FLSA Status/Hours: Non-Exempt, 40 Hours per week  
Revised: 9/18/2025

### **Summary:**

This position is responsible for office management of the Forestry, Parks and Recreation Department and the Maintenance Department. Duties include substantial accounting inputs and record keeping, research, clerical tasks, and contract tracking duties. Responsibilities include coordination of event scheduling and event agreements for Fairgrounds Events.

**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:**

- Performs a variety of accounting inputs including billing, receipting into the County Accounting system and deposits of various income sources to the County Treasurer.
- Performs a variety of recordkeeping and correspondence functions including, department expenditures and receipts, agreements with other agencies, correspondence, and reports.
- 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, rental spaces, and permits. Acts as primary contact for reservation system questions, changes.
- Assists with the sale of County surplus property auctions.
- Maintains department website and social media accounts to ensure proper and timely data.

### **Accounting and Management:**

- Records receipts, enters data into the County's accounting system and deposits money with the Langlade County Treasurer.
- Maintains inputs into financial accounts, including county forest revenue, road aids, state aid to forestry, land and timber sale deposits, etc.
- Assists the Department Finance and Grants Manager 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 Department Finance and Grants Manager.

### **Event Coordination:**

- Assists with various user groups, vendors and event organizers. Researches additional events and makes contacts with potential user groups to expand the use of County facilities.
- Assists with winter storage agreements, intake and insurance.

- Promotes County events through various methods including but not limited to the Fairgrounds Marquis, Departmental Websites and Social Media.

**Contracts, Agreements, Permitting:**

- Maintains records of timber cut by jobbers or contractors by input of scale data for timber removed, calculation of values, creation of invoices and collection of payments.
- Enters and maintains timber sale information, including contractual information and scale volumes, and billing and receipting of payments due, on an advanced timber sale program. Updates timber sale program as needed to ensure the program is beneficial to the department, logging contractors and the DNR.
- Assists with maintaining building/equipment permits which may be required to maintain operations.
- Assists with coordination and management of winter storage agreements including intake and return and insurance documentation.
- Assists with building and equipment safety and insurance inspections.
- Assists with management of physical keys temporarily issued for buildings.

**Other Duties:**

- Attends County Committee meetings when requested.
- Special projects as assigned.
- 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 4 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 read and interpret legal documents such as contracts and deeds.
- 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.

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Employee's Signature

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Date