

**POSITION DESCRIPTION**  
**CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Administrative Manager  
**DEPARTMENT:** Engineering  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Clerical, Office Machine Operation, Technician)

**DATE WRITTEN:** October 2020                      **STATUS:** Full-time  
**DATE REVISED:** August 2022                      **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Administrative Manager for the Engineering Department, responsible for providing supervisory and operational support for department personnel.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and directs assigned personnel, including interviewing applicants, hiring, preparing related paperwork, planning/making work assignments, coordinating cross-training, providing corrective instruction, evaluating performance, and maintaining discipline. Reviews timesheets for accuracy, approves/denies timesheets and time-off requests of assigned personnel.

Maintains calendars for City Engineer and Assistant City Engineer, scheduling appointments, meetings, conference and other events, and communicating with various individuals regarding activities, itineraries, and related issues. Assists/manages special projects as assigned.

Oversees operational software programs, processes, and infrastructure as part of an interdepartmental team. Trains department staff on changes and upgrades as needed.

Serves as department liaison with citizens, contractors, developers, and other municipalities. Addresses technical inquiries and involves department management team when needed. Evaluates citizen concerns for various traffic/roadway related inquiries to determine if Traffic Committee evaluation is needed.

Assists in managing and evaluating department operational standards, policies, and procedures. Identifies challenges and assesses opportunities to improve processes and execution between administrative staff, inspection team, project managers, and contractors.

Oversees vehicle fleet procurement, registration, and insurance documentation.

Coordinates databases regarding the status/activities of staff and construction projects utilizing the department's permitting and instruction software. Assists in developing policies and procedures for the management of projects.

Assists in the development and maintenance of the departmental operating budget.

Represents department by attending various meetings and serving on various committees, including Finance Committee and Traffic Committee. Reports and provides information, creates agendas, completes minutes, and assists in decision making as requested.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs duties of Accounting Specialist and Administrative Assistant in his/her absence and during lunch hours.

Periodically attends training seminars as required or as needed.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Associates Degree in Business, Operations Management, or related field and a minimum of three years' experience in Public Works and supervisory experience preferred; or equivalent combination of education and experience preferred.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of and ability to make practical application of accounting principles, ability to perform relevant arithmetic calculations and maintain accurate records.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, postage meter, copier, and calculator. Working knowledge and application of department database and software applications. Working knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint; EnerGov, and OpenGov.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment, with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to complete various tasks requiring critical thinking and technical knowledge.

Ability to effectively communicate orally and in writing with co-workers, other City departments, contractors/vendors, local municipalities, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend, and/or evening hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **II. RESPONSIBILITY:**

Incumbent performs a variety of duties that are broad in scope and require consideration of many variables, and standard, recurring duties with priorities determined primarily by supervisor and service needs of the public. Incumbent exercises judgment in selecting appropriate guidelines and procedures for various situations, and receives general supervision, with work reviewed for adherence to instructions/guidelines and appropriate service to the public. Errors in incumbent's work are usually prevented and/or detected through supervisory review or notification from other departments, agencies or the public. Undetected errors may result in loss of time for correction and/or work delays in other departments.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, contractors/vendors and the public for purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to the City Engineer.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, which may involve sitting for long periods, lifting objects weighing less than 25 pounds, reaching, handling/grasping objects, close/far vision, and hearing communication. Incumbent occasionally works extended, weekend, and/or evening hours.