



Nueces County Drainage District No. 2

603 East Avenue A
Robstown, Texas 78380
(361) 387-4015 info@ncdd2.com

POSITION TITLE: Office/Business Manager

**REPORTS TO: Nueces County Drainage District No. 2
Board of Commissioners**

Position Summary

Under the direction of the Nueces County Drainage District No. 2 Board of Commissioners, this position manages, organizes, and evaluates the District's business operations; performs responsible administrative, secretarial, and general office work to ensure the proper functioning of the office; performs or supervises accounts receivable, accounts payable, and payroll; responds to customer complaints and concerns in a timely manner. Responsible for the full range of supervisory activities of office staff, including the training, evaluation, counseling, and recommendation for dismissal. Prepares, manages, and distributes Board of Commissioners agendas, and related supporting documents. Manages seasonal local election activities under the guidelines and guidance of the State of Texas and Nueces County.

Minimum Qualifications

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

- High School diploma or equivalent. Requires eight years of progressively responsible office administration, including three years in a supervisory role. Requires three years of experience in advanced accounting work including and understanding of general ledger, accounts receivable and payroll systems. Experience with a drainage district, or political subdivision in the State of Texas (county, city, water district, etc.).
- Graduation with a Bachelors' degree in a related field from an accredited university, may substitute for a portion of the required experience up to a maximum of four (4) years.

Primary Duties and Responsibilities

The primary duties and responsibilities, pursuant to the Americans with Disabilities Act, may include the following:

1. Performs or supervises bookkeeping work related to processing of accounts receivables invoicing, accounts payable, and payroll including reviewing for accuracy, calculating monthly journal entries, balancing to general ledger, and filing required reports to the State and Federal Government:
2. Performs confidential administrative tasks for the Board of Commissioners when requested; keeps the Board of Commissioners fully informed regarding all office activities and problems.
3. Supervises, schedules, plans, monitors, and evaluates work of clerical staff responsible for accounting, customer services, and billing; recommends corrective actions as necessary; Plans, prepares, reviews and monitor operational budgets for office supplies and expenses, benefit insurance, employee retirement, and payroll taxes.
4. Prepares, creates, and files reports such as capital expenditures, statistics, capital projects, payroll distribution, and monthly water sample reports.
5. Processes general ledger: inputs into computer, calculates monthly journal entries, performs trial balance, creates income statements.
6. Prepare financial and other reports as directed by the Board of Commissioners; prepare final reports drafted by the Superintendent or Board of Commissioners.
7. Sets up Board room and sets up recording system to tape monthly meetings; restores room order after meetings; prepares duplicate audiotapes and delivers to secretarial office for transcription; proofs and edits draft minutes of Board meetings and creates final draft for Board approval.

8. Other duties as assigned by the Board of Commissioners.

Experience / Work Complexity

- Accountability & Decision-Making Authority
 - Accountable to the Board of Commissioners
 - Exercises substantial discretion in conducting day-to-day activities.
 - Must fulfill complex regulatory & safety compliance requirements.
- Office Equipment Operation
 - General office environment.
 - Works regularly with a full range of office equipment including computers.

General Benefits

- Health Insurance, Retirement Plan and Paid Time off.
- Professional development opportunities
- Effort and Working Conditions
 - **Work hours:** 7:30 a.m. to 4:30 p.m.
 - **Regular Meeting hours:** Regular Meetings are scheduled at 6:00 p.m. monthly.
 - **Special Meeting hours:** Special Meetings may be held during normal business hours or at 6:00 p.m.
 - **Salary:** is based upon candidate experience and qualifications, as well as market and business considerations
 - **Pay Range: \$52,000 to \$58,000.**
 - **Location:** 603 E. Ave A Robstown, TX 78380
 - **Employment Type:** Full-Time
 - **Equal opportunity Statement:** We are an equal opportunity employer.
 - **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to: www.info@ncdd2.com
 - Ability to manage tight deadlines and multiple tasks on an on-going basis.
 - In the event of a disaster, or event requiring regional support to area cities, counties, or State of Texas or a federal government agency, extended hours of work, beyond the standard work week, may be required to provide disaster recovery services as directed by the Board of Commissioners.
- Communications / Contacts
 - Substantial communications with staff, consultants, Nueces County, City of Robstown, and frequent contact with the public.

Knowledge, Skills, and Abilities

The Office/Business Manager must be able to train new office staff, be able to explain, with or without reasonable accommodation, the essential functions of the office jobs.

- General knowledge of Federal, State and Local Laws.
- Knowledge of the Drainage District's practices, policies, and procedures.
- Skills in using computers and software.
- Ability to effectively supervise the daily ongoing activities of the office workforce including performance monitoring, attendance management, and Occupational Health & Safety compliance.
- Ability to work with frequent interruptions and changes in priorities.
- Knowledge and experience of Business Administration.

Physical Requirements

- Able to lift and carry up to ninety (35) pounds; Frequent walking, standing, sitting; turn head and trunk, move about on smooth surfaces, and reach, twist, and bend. Good hearing and vision. Manual dexterity and mobility; and occasionally perform manual labor.

Licenses and Certifications Required

- Texas Operator Driver License.