Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	DPW Office Manager
Department:	Department of Public Works
Status:	Full- Time Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Director of Public Works
Directly Supervises:	Administrative Support Specialists

POSITION PURPOSE

The Office Manager oversees daily administrative operations for the Department of Public Works (DPW), supervising the Administrative Support Specialists and coordinating departmental activities. This role manages confidential communications, supports the Director of Public Works, and leads budget preparation and financial oversight for all DPW divisions, including Operations, Buildings & Grounds, Cemetery, Forestry, Engineering, and Transit. This position requires independent judgment, discretion, and adaptability.

ESSENTIAL DUTIES

- Supervise, train, evaluate, and assign work to administrative staff
- Assist in preparing, coordinating, and monitoring the department's annual budget and related documentation
- Manage payroll, accounts payable/receivable, contracts, bids, grants, permits, and insurance documentation
- Draft job descriptions, resolutions, ordinances, press releases, and departmental reports
- Oversee right-of-way permits and maintain ROWay software
- Prepare state and federal reimbursement reports and required regulatory filings
- Manage special projects
- Serve as liaison to City Attorney's office and as primary contact for public inquiries and complaints
- Oversee scheduling of well testing and follow-up, as required by the WDNR
- Coordinate public meetings, agendas, minutes, and committee meetings
- Assist with capital project bidding, assessments, mapping, and financial tracking
- Manage and oversee all capital project submission via online bidding software
- Maintain departmental website and online bidding systems
- Oversee cemetery operations, including lot sales, burials, contracts, records management (CIMS), reporting, and customer service

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	Associate Degree in Business or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.

Experience:	Progressively responsible administrative experience. Supervisory experience desired.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License
Other Requirements:	Must be able to maintain strict confidentiality.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong supervisory, organizational, and project management skills.
- Ability to interpret ordinances, legal descriptions, maps, and construction plans.
- Proficiency in MS Office, financial and permitting software, and general office technology.
- Ability to prepare clear reports and manage detailed records with accuracy (50+ wpm typing).
- Strong mathematical aptitude and analytical skills.
- Professional communication skills and ability to manage multiple priorities in complex environments.
- Familiarity with public works, engineering, and construction terminology preferred.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein 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.

Manual Dexterity:	While performing the duties of this job, the employee is required to sit, stand, walk, and use both hands to touch, grasp, feel; reach with hands and arms; talk and hear. The employee may be required to climb, stoop, kneel or crouch. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movement in operation of calculator, telephone, and computer keyboard.
Physical Effort:	The employee is sometimes required to lift and move up to 50 pounds.
Working Conditions:	While performing the duties of this job, the employee is regularly in an office environment. In State travel may be required occasionally.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.