



281-375-5430

admin@bkdd.dst.tx.us

## BROOKSHIRE-KATY DRAINAGE DISTRICT JOB ANNOUNCEMENT

Position Title:	Office Manager
FLSA Status:	Exempt

### **Essential Job Functions/Duties:**

1. Efficiently and professionally manage the BKDD office
2. Prepare and organize District Board meetings
3. Record and maintain minutes of District Board of Supervisors meetings
4. Prepare and manage the District's annual budget, support required audits and manage District accounts
5. Become certified and serve as the Public Funds Investment Officer (PFIO) for BKDD
6. Serve as the District's Human Resources Manager
7. Serve as the District's Elections Officer
8. Prepare, organize and preserve District records and documents
9. Serve as the District's Notary Public
10. Be able to work as a member of a team to safely complete assigned tasks and goals
11. Be able to understand and follow oral instructions
12. Be able to interact with the public in a professional manner
13. May be required to work more than 40 hours a week including after-hours Board meetings the 2<sup>nd</sup> Monday of each month.

### **Required Qualifications:**

1. High School diploma or better
2. United States citizen
3. Superior office organizational skills including document filing and records preservation
4. Skills and knowledge pertaining to the operation of office equipment including computers, copy machines, printers, fax, etc.
5. Working knowledge of MS Office products including Word, Excel and Outlook.
6. Working knowledge of Quick Books software
7. Working knowledge of standard accounting practices including bookkeeping, preparing audits, reports, etc.
8. Working knowledge of human resources subjects including payroll, insurance, retirement, etc.
9. Pass a background check and a drug test as a condition of employment.

### **Working Conditions**

Working conditions are primarily indoors, in an office environment.

Will work as part of a team or individually under the supervision of the General Manager of the Brookshire-Katy Drainage District.

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Applications are available at the Brookshire-Katy Drainage District office, 1111 Kenney Street, Brookshire, Texas or on the BKDD website at [www.bkdd.dst.tx.us](http://www.bkdd.dst.tx.us) or [www.bkddonline.com](http://www.bkddonline.com)

NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED

Brookshire-Katy Drainage District is an equal opportunity employer and does not discriminate based on race, color, age, religion, national origin, sex, sexual orientation, disability, veteran or Vietnam era veteran status, the filing of a workers' compensation claim in good faith, or any other category protected by law.

*The above statements are intended to describe the general nature of level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with or without reasonable accommodations.*