

Deputy Drain Commissioner



Position Description

Status

Full-Time, Nonexempt

Compensation

B21

Bargaining Unit

GELC - General Unit

Reports to

Drain Commissioner and
Chief Deputy Drain Commissioner

Supervises

None

Position Category

Specialist

Summary

This position sets up drainage projects and assists in apportioning the costs among affected property owners. Answers questions from the public concerning drainage districts, assessment procedures and provides information regarding assessments, unpaid balances, and interest due. Serves as administrative assistant for the Drain Office and the Board of Public Works performing a variety of administrative tasks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides information by telephone and in person to all stakeholders concerning the functions, processes, and requirements of the Drain Office and Department of Public Works. Assists customers with permit applications. Receipts in and processes daily mail.
2. Types and files letters, reports, minutes, notices, vouchers, permits and standardized documents. Prepares and mails to appropriate stakeholders.
3. Sets up drainage districts to reflect the property being assessed. Applies assessing factors for parcel and government units within each district.
4. Determines payoff amounts, pro-rate interest and maintain records to accurately respond to title insurance companies, banks, realtors and individual property owners.
5. Researches records to determine property ownership in order to complete and file various legal documents.
6. Schedules and prepares materials for legal hearing dates, public meetings and preconstruction meetings.
7. Maintains inventory and reorder departmental supplies.
8. Collects/receipts money, maintains records of accounts receivable for services incurred. Prepares transmittals, maintains records of delinquent accounts, prepares and mails collection invoices.

9. Assists in the preparation of the Drain Commissioner's annual report to the County Board of Commissioners.
10. Provides administrative support to the Board of Public Works.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel may be required for meetings and training.

Required Education and Experience

1. High school diploma or equivalent, plus advanced coursework in office computer applications, accounting or related courses.
2. Two (2) or more years of office experience

Preferred Education and Experience

1. Associate's Degree in computer processing or accounting.
2. Experience that provides some familiarity with the operation of the drain office.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____