

Office Manager

Sioux County Engineer's Office

Orange City, Iowa

Salary: \$48,000-56,000 annually

Benefits: IPERS pension plan, affordable health insurance, access to dental and vision insurance, and additional voluntary benefits.

Purpose: To manage the wide array of data and administrative processes necessary to effectively operate Sioux County's road system.

Core responsibilities

- Manage and execute regular and project-driven administrative processes (e.g., accounting, costing, inventory, permitting, and document retention).
- Collect, organize, and store data and develop reports to aid decision making.
- Communicate with the public, responding to their requests or connecting them with other department personnel.

Knowledge, skills, and abilities

- Organizational skills to store electronic and paper data
- Attention to detail and writing skills to prepare correspondence, reports, and forms
- Strong computer knowledge and experience with Microsoft Outlook, Word, and Excel
- Self-motivation to plan and perform work
- Situational judgement and discretion to independently identify, assess, and execute solutions
- Adaptable to unexpected events that reprioritize tasks
- Eagerness to learn new skills and receive feedback to guide professional growth

To apply, email or mail a cover letter, resume, and [application](#) to:

Sioux County Engineer's Office
Attn: Joel Sikkema
207 Central Ave SE
Orange City, IA 51041
joels@siouxcounty.org

Applications will be accepted until the position is filled. Submitted materials are considered public record unless confidentiality is requested in writing.

Hiring requirements include maintaining a valid driver's license and passing a pre-employment health assessment, background check, and driving history check.

Sioux County is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The county prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristics as outlined by federal, state, or local laws.