



**Winnebago County**  
*The Wave of the Future*

**JOB POSTING**

**POSITION TITLE:** Office Supervisor  
**LOCATION:** Landfill – Solid Waste  
**HIRING RANGE:** \$65,576 - \$72,862/Yr.  
**STATUS:** Full Time  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 7:00 AM – 3:30 PM

**APPLICATION DEADLINE:** Ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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**WINNEBAGO COUNTY  
POSITION DESCRIPTION**  
*September 2024*

**POSITION TITLE:** Office Supervisor  
**DEPARTMENT:** Solid Waste  
**PAY BASIS:** Salaried

**PURPOSE AND SUMMARY:**

Manages the administrative and office functions, scale operations, invoicing, and general accounting functions for the Solid Waste Department. Manages scale operations. Assists with preparation of the annual department budget.

**ESSENTIAL FUNCTIONS:**

1. Performs accounting and related functions for the department including: general ledger accounting, accounts payables and receivables, procurement card account entries, cash receipting, and purchase order procurement
2. Manages scale operations including monthly invoicing and performs daily reconciliation of cash collection and deposit of scale revenues.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Serves as a confidential assistant to the Solid Waste Management Board (SWMB) and the Director of Solid Waste.
2. Prepares monthly operations report of tonnages and revenues and expenses.
3. Assists in preparation, administration and monitoring of the Solid Waste Department annual budget.
4. Analyzes and interprets financial data and advises staff on matters related to long-term planning, development, and operation of Solid Waste Department programs.
5. Oversees telephone and in-person customer service contacts. Personally handles especially time sensitive or difficult situations.
6. Approves timecards, paid time off and overtime, handles scheduling, discipline and other personnel matters of subordinates; ensures that support staff work is completed timely and are properly routed.
7. Conducts regularly scheduled staff meetings and arranges training and planning sessions to keep subordinates abreast of policies and procedures.
8. Monitors past due accounts. Coordinates customer notification and collections process.
9. Represents Winnebago County on the BOW (Brown-Outagamie-Winnebago) Partnership Financial Associates Team.
10. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to the Director of Solid Waste.
2. Supervises Solid Waste Specialists and Solid Waste Associate-Grounds.
3. Works regularly with Solid Waste Department staff, elected officials, municipalities, consultants, contractors, other County departments and the general public.
4. Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Associates degree or higher from an accredited institution of higher learning, preferably in accounting, business management, or a related field.
2. Five years or more work experience in a governmental agency or similar organization; some supervisory experience and solid waste management experience preferred.

3. An equivalent combination of education, training, and experience sufficient to demonstrate the skills, knowledge, and abilities to perform the duties of this position may be used in place of specific requirements.
4. Possess current valid Wisconsin driver license and minimum automobile insurance coverage as required by County.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of generally accepted accounting principles, policies, and procedures, and the ability to apply these principles to a variety of work situations.
2. Strong work ethic and leadership skills, exemplary customer service abilities, and excellent organizational skills including paperwork maintenance, time management ,and priority setting.
3. Must be able to regularly take initiative and work with minimal supervision.
4. Ability to effectively supervise subordinates and develop effective working relationships with others.
5. Ability to organize data and communicate effectively in oral and written form, including listening skills.
6. Ability to perform cost/benefit analyses, analyze a variety of data, and maintain accurate records.
7. Computer skills including familiarity with Microsoft Office applications and ability to learn and use the County's financial software and Interact scale software.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, digital recorder, computer, printer, photocopier and scanner.
4. Ability to travel to other County departments and locations.