



Job Description

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Barton County is an Equal Opportunity Employer and reasonable accommodations are available.

DEPARTMENT: Administrator

POSITION TITLE: Administrative Services & Human Resources Manager

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Exempt

REPORTS TO: County Administrator

POSITION SUMMARY: The Administrative Services & Human Resources Manager serves as a key member of the County Administrator's leadership team and is responsible for coordinating and overseeing county-wide Administrative Services, to include Accounts Payable Process Oversight; Risk Management and Insurance Administration; Policy Administration, Development, Compliance and Support; Human Resources to include Benefit Programs; Payroll; Recruitment and Hiring; Recordkeeping and other duties as assigned.

This position provides leadership and support to department heads and elected officials by promoting consistent administrative practices, strengthening accountability systems, improving operational efficiency, and ensuring compliance with County policies and applicable laws. The position works closely with the Administrator, Payroll Clerk / Human Resource Associate, County Clerk, Accounts Payable Clerk, Treasurer, auditors, legal counsel, insurance providers, and County departments to maintain effective administrative processes and support organizational excellence across Barton County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE SERVICES

Accounts Payable Process Oversight Although Accounts Payable remains within the County Clerk's Office, the Administrative Services & Human Resources Manager shall provide administrative review and support related to County-wide financial controls. Duties will be carried out in a cooperative effort with the County Administrator, the County Clerk and the Treasurer.

Responsibilities include:

- Review documentation standards and workflow processes.
- Review purchasing and payment procedures for compliance with County policies.
- Assist with development and implementation of administrative controls and provide recommendations to the County Administrator regarding administrative accountability and financial process improvements.

- Coordinate with the County Clerk's Office regarding administrative process improvements and internal control recommendations, monitor adherence to purchasing and other policies, identifies improvement opportunities.
- Assist departments with interpretation of purchasing and administrative policies.
- Anticipate close working relationship with County auditors.

Risk Management and Insurance Administration

- Coordinate the County's insurance renewal process.
- Assist in evaluating insurance coverages and risk exposures.
- Prepare insurance-related reports and renewal information.
- Serve as the primary contact and liaison contact for insurance carriers, adjusters, attorneys, and third-party administrators.
- Maintain insurance coverage certificates, records and policy and other documentation.
- Coordinate liability, vehicle, property damage, and general insurance claims.
- Maintain claim files and supporting documentation.
- Administer the County's workers' compensation program, to include the ability to investigate, document, and monitor workers' compensation claims and coordinate reporting and claim processing.
- Coordinate return-to-work programs, claim resolution and provision of status updates to County leadership.
- Work with the Emergency Management Director to identify trends and recommend risk reduction strategies.

Policy Administration, Development, Compliance and Support

- Assist with development, implementation, and maintenance of County administrative policies.
- Ensure compliance with recordkeeping and documentation requirements.
- Assist with administrative audits and reviews.
- Conduct research and prepare reports as assigned.
- Support County-wide administrative initiatives and projects.

HUMAN RESOURCES

- Assist in the administration of County-wide human resources programs and services to ensure compliance with federal and state employment laws and regulations.
- Maintain and update employee handbooks, policies, and procedures in coordination with the County Administrator and with the approval of the Commission.
- Prepare personnel-related reports, recommendations, and communications.
- Serve as the primary point of contact for employee relations matters.
- Respond to employee complaints, concerns, and workplace issues.
- Provide guidance to supervisors regarding personnel matters and policy interpretation.
- Assist with employee disciplinary processes and performance-related issues, conduct preliminary personnel investigations and fact-finding efforts, facilitate conflict resolution and employee issue management and recommend corrective actions and personnel solutions to the County Administrator.
- Document personnel matters and maintain appropriate records.
- Must use discretion to determine which matters are referred to the County Administrator for additional action.

Benefit Programs

- Provide management oversight for the employee benefit programs and enrollment processes.
- Coordinate employee leave administration, including Family Medical Leave Act (FMLA) and other protected leave programs.

Payroll

- Provide management oversight of all payroll operations to include review of payroll processes, procedures, and internal controls and compliance with payroll laws, regulations, and County policies.
- Review payroll reports and documentation including payroll adjustments, changes, and related records for accuracy.
- Process personnel actions including transfers, promotions, compensation changes, and separations.
- Coordinate payroll-related issue resolution.
- Performs all payroll functions as necessary during staff absences or operational needs. Specific will be the need to calculate and process payroll to ensure timely output of employee pay in the event of staff absence.
- Ensure that all appropriate documentation is provided to the Payroll Clerk / Human Resource Associate for workflow balance.

Recruitment and Hiring

- Coordinate recruitment, selection, onboarding, and employee orientation processes for department heads and elected officials.

Recordkeeping

- Responsible for the oversight of personnel records and human resources documentation maintenance.

OTHER

- Other duties as assigned.
- This position will require extensive coordination with employees, department heads, administration, and elected officials. Sound judgment, discretion, and the ability to determine necessary processes and engage the appropriate parties are critical functions of this role.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Must possess the knowledge and skills necessary to develop, implement, and maintain effective fiscal controls, oversee budgeting and financial reporting processes, monitor expenditures and revenues, ensure compliance with applicable laws and policies, and promote sound financial stewardship of the organization's resources.
- Must possess the knowledge and skills necessary to develop, implement, and maintain effective controls, oversight and reporting processes to ensure compliance with applicable laws and policies relative to Human Resource administration and to assure best practices relative to County's commitment to employee recruitment and retention.

- Must possess the knowledge and skills necessary to develop, implement, and maintain effective controls, oversight and reporting processes to ensure compliance with applicable laws and policies relative to the County's various insurance programs, to include liability and workers' compensation.

Ability to:

- Review, interpret and apply federal, state and County policies to current practices and make suggestion for improvement.
- Analyze problems and recommend practical solutions.
- Communicate effectively both orally and in writing.
- Organize multiple projects and priorities.
- Prepare reports and presentations.
- Handle confidential and sensitive information with discretion.
- Exercise sound judgment and independent decision-making.
- Oversee multiple systems relative to public finance and to ensure proper authorization, accurate expenditure tracking, compliance with state law and County policies, and responsible management of public funds.
- Ability to work with various officials, service providers and the public in identifying and mitigating risk.
- Operate payroll, Human Resource Information System (HRIS), and office software systems.
- Interpret and apply personnel policies and employment regulations.
- Under the direction of the County Administrator, may conduct investigations and prepare findings.
- Maintain effective working relationships with employees, supervisors, elected officials, and the public.
- Operate payroll, Human Resource Information System (HRIS), and office software systems.

MINIMUM QUALIFICATIONS

Education Bachelor's degree in Public Administration, Business Administration, Organizational Leadership, or a closely related field.

Experience Five (5) years of progressively responsible experience in risk management, payroll administration, accounts payable, public administration, human resources or a related field. Supervisory experience preferred.

Equivalent Combinations An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Experience in County or municipal government.
- Experience administering workers' compensation or insurance claims.
- Experience with payroll systems and payroll administration.
- Experience with accounts payable systems and accounts payable administration.
- Experience conducting workplace investigations.
- Experience developing and implementing personnel policies.

WORKING CONDITIONS

- Primarily performed in an office environment.
- Frequent interaction with employees, department heads, elected officials, and external partners.
- Occasional travel for meetings, training, or claim investigations.
- May be required to attend evening meetings or respond to personnel or claim-related issues outside normal business hours.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description, and I can perform the essential functions of this position, with or without reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____

Date ____/____/____

Employee Signature _____

Department Head Signature _____

Date ____/____/____

Administrative Services & Human Resources Manager

WRITTEN: October, 2026