

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2023-049**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Road Department:

1. Business Manager

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 14 March 2023.



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Keith L. Taul  
Hardin County Judge/Executive

ATTEST:



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Brian D. Smith  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Business Manager**

**Pay Grade 14**

STATUS	
<b>Date:</b> March 14, 2023	<b>Department:</b> Road
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> Assistant Supervisor
<b>Supervisory Responsibility:</b> None	

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### Job Summary

The purpose of this position is to perform administrative and public support to the Hardin County Road Department.

The incumbent is responsible for the correspondence and general clerical functions of the Road Department; therefore, the incumbent must have a thorough knowledge of all aspects of clerical duties and develop a thorough knowledge of county government operations.

### Major Essential Duties

- Responsible for the daily administrative decisions within the business office
- Commercial Driver's License Coordinator, maintaining current education requirements for drivers submitting paperwork in compliance with federal and state laws, maintaining current driver records
- SaaS operations Manager, continuing education along with cross training subordinate
- Assist in administration of the department
- Payroll designee for the Road Department to include: comparing daily time records with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to the Finance Department
- Ensures correct employee leave paperwork is completed for all employees
- Cross-trains subordinates, and others if necessary, in the areas of accounting, billing code activities, workers' compensation activities, payroll activities and other areas as necessary
- Balances bank deposits with the Finance Department on a monthly basis or anytime upon request
- Assist to ensure the department complies with all state and local regulations and requirements for reimbursements of Municipal Road Aid, County Road Aid, Rural Secondary, L.G.E.A., 80/20 Bridge Funding and other programs
- Provide required services for visitors to the office
- Maintain records of permits & fees for permits
- Advise local personnel in regard to county policy and procedures as appropriate
- Ensure all office equipment is in working order and request necessary maintenance
- Maintain and update monthly claims
- Maintain files, office correspondence and documents

- Maintain office equipment and vehicle inventories
- Place outgoing telephone calls in support of office activities
- Prepare monthly, annual and specialized reports as required
- Respond to incoming telephone calls and provide information
- Keep daily employee attendance records and prepare payroll information
- Keep data, size and amount of materials used on each road daily
- Prepare and process employees' injury reports and accidents involving county-owned vehicles
- Open and close office when supervisors are unable
- Perform related tasks as required
- Prepares and submits monthly report regarding the operational and financial activity of the Road Department

### **Minor Essential Duties**

- Order and receive office supplies
- Prepare the mail daily
- Maintain a department calendar

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- Experience in use of computers, standard office machines and standard communication devices
- Working knowledge of county government preferred
- Experience in accounting or office procedures and practices or willingness to learn the procedures and practices

#### ***Language Skills***

- Ability to respond to inquiries and/ or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

#### ***Mathematical Skills***

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

#### ***Reasoning Ability***

- Defines problems, collects data, establishes facts and draw valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

#### ***Certificates, Licenses, Registrations***

- Valid Kentucky Driver's License

***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with public, elected officials and government employees on the telephone or in person

**Physical Demands**

The physical demands described represent those required to perform successfully the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing job duties, the employee could reasonably be expected:

**Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to handle, feel or type

**Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Operate a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

**Work Environment**

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions


The noise level is usually moderate.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes and any other procedures, rules, regulations and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and free of felony convictions
- Must be 21 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: March 14, 2023  
Status Box Change:



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Keith L. Taul  
Hardin County Judge/Executive