



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government’s Office Manager is responsible for providing high-level administrative, operational, and organizational support to the Director and Assistant Director of Public Works.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

7 a.m. – 3:30 p.m.

LOCATION

Government Tower – 7th Floor

REPORTS TO

Public Works Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Primarily an office setting that requires frequent interaction with staff, officials, contractors, and the public while managing multiple administrative responsibilities in a fast-paced departmental atmosphere.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver’s license

In this role, the incumbent is required oversees office operations, manages internal and external communications, ensures efficient workflow within the department, and coordinates documentation, reporting, and special projects.

The Office Manager interacts frequently with Parish officials, employees, outside agencies, contractors, and the public; therefore, professionalism, discretion, and strong communication skills are essential.

JOB DUTIES

- Provides comprehensive administrative support to the Director and Assistant Director of Public Works, assisting with daily operations and departmental initiatives.
- Manages all incoming telephone calls, emails, and in-person visitors, ensuring professional handling and appropriate routing.
- Oversees front-office functions, including assisting callers, greeting visitors, and ensuring high-quality customer service.
- Directs the preparation, typing, printing, and distribution of departmental correspondence, including letters, memos, contracts, and reports.
- Oversees document management processes such as copying, faxing, scanning, and record distribution.
- Processes, prepares, and routes Public Works contracts, including securing the Parish President’s signature, coordinating courthouse filings, and distributing executed documents to engineering firms, contractors, and internal divisions.
- Assists leadership with budget preparation and supports various special projects as assigned.
- Coordinates and schedules all departmental meetings, ensuring proper documentation, notifications, and follow-up.
- Manages all incoming and outgoing correspondence between Public Works and Parish departments, engineering firms, state and federal agencies, businesses, industries, and other external organizations.
- Processes and monitors Letters of No Objection (LONO), tracking their progress through completion.
- Prepares and submits agenda items through the Granicus system for Council review.
- Compiles and submits weekly reports for Public Works Divisions and oversees the timely submission of reports from each division.
- Manages and processes Public Records Requests directed to the Director, ensuring accuracy, compliance, and timely delivery.
- Conducts research, compiles data, and oversees or performs data entry for departmental records and documentation.
- Provides leadership and workflow oversight by monitoring work quality, training staff, assigning and scheduling tasks, and supporting division clerks as needed.
- Manages Public Works Administration’s Planner and tasks within Planner.
- Oversees Public Works Divisions’ use of the MGO Work Order System.

Questions? No problem!
Email us at employment@tpcg.org.

OTHER JOB DUTIES

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide, train, and support staff while fostering a cooperative and high-performance work environment.
- **Time Management:** Efficiently prioritizes tasks, manages competing deadlines, and ensures timely completion of all responsibilities in a fast-paced department.
- **Analytical Skills:** Evaluates information, identifies issues, and applies sound judgment to support departmental decision-making and workflow improvements.
- **Communication Skills:** The ability to communicate clearly and effectively with a diverse range of people, including staff, the public, government agencies, and contractors.
- **Organizational Skills:** Must be capable of maintaining orderly processes, accurate records, and efficient office systems to support departmental operations and regulatory compliance.
- **Technical Skills:** Knowledge of project management principles and tools, such as scheduling, budgeting, and resource allocation. Familiarity with work order management systems to track, assign, and resolve work orders. Must be proficient in Microsoft SharePoint, Word, Excel, AS400, Novus, Electronic Reading Files and Granicus as well as basic office machines.
- **Qualifications:**
 - High school diploma or GED certificate required.
 - Minimum of six (6) years of secretarial experience, with five (5) or more years of Public Works or Governmental experience preferred.