

## **Roberta Tholl**

423 North Center Avenue  
Gaylord Michigan 49735  
(989) 732 - 5808

### **EDUCATION**

- 1974 - 1978                      **Michigan State University**, East Lansing, Michigan  
Bachelor of Arts: Business Education  
Minor: Office Administration
- 1972 - 1974                      **Northwestern Michigan College**, Traverse City, Michigan  
Associates Degree: Secretarial Science

### **PROFESSIONAL EXPERIENCE**

1996 - Present                      *Office Manager*, Otsego County Road Commission, Gaylord, Michigan

- Responsible to ensure public funds are not being misused; responsible for all accounting records of the road commission
- Works under the direct supervision of the Managing Director for the daily operation of the road commission office
- Acts for the Managing Director in that person's absence by coordinating the work of the foremen and supervisors and deciding if the board is to be called
- Responsible for the overall operation of the office staff, proper recording of Board Minutes and financial records
- Performs work and conducts operations so as to leave the public with a favorable impression of the commission
- Responsible for the payroll: reviews payroll deduction procedures, prints W2 forms, periodically oversees balancing of vacation, sick leave, etc.
- Responsible for the proper administration of health, life and other employee insurance plans
- Sends accident forms and bills for general liability claims
- Assist in labor negotiations by keeping records, assembling costs and contract wording
- Opens the mail and ensures its proper distribution
- Responsible for ensuring that all materials and supplies have been received prior to payment
- Is responsible for the maintenance of personnel records of all road commission employees
- Responsible for compiling and maintaining the policies as set forth by the board
- May function as a representative of the Managing Director or commissioners when so directed in discussions with the public, contractors, supply houses, engineers, attorneys, business and other local government officials
- Coordinates with the State Foreman, County Foreman, Shop Foreman and County Highway Engineer on issues involving office or clerical procedures
- Coordinates with the Parts Manager on invoices, charging cost and inventories
- Coordinates and operates the CDL testing and training procedures

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- Maintains updated on the Municipal Employees' Retirement System by attending the annual meeting. Corresponds with them when needed to obtain information on new programs and on individual retirements; prepares retirement paperwork
- Coordinates the deferred compensation program and other employee benefits
- Prepares new employee packets of information and provides orientation for new employees
- Sets up new equipment in the office records for reporting purposes
- Works with an independent auditor and State of Michigan auditors to work on year-end information

1992-1996	<i>Administrative Assistant</i> , Otsego County Road Commission, Gaylord, Michigan
1989-1992	<i>Office Manager</i> , HRF Antrim Limited Partnership, Gaylord, Michigan
1988-1990	<i>Proctor/Examiner</i> , Gaylord Community Schools, Gaylord, Michigan Oversight for students sitting for the GED
1978-1983	<i>General Staff</i> , Financial Control Systems, Gaylord, Michigan Operated the central computer and secured data
1979-1980	<i>Course Instructor</i> , Gaylord Community Schools, Gaylord, Michigan Community Education