

## **Job Description: OFFICE MANAGER**

**CLASS NO.** 902

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 112

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Acts as liaison between Department Head and other Departmental Employees, managing all aspects of daily departmental activity. Performs general secretarial duties for the department head and/or other staff members, including typing reports and correspondence, processing bills, and ordering supplies. Exercises judgment regarding procedures and processes. Responsible for Departmental data collection. Maintains and verifies Departmental personnel records including the accurate recording of time and leave records for other staff members.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Designated Elected Official or Department Head.
2. Directs: Subordinate staff members, as assigned.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Performs direct secretarial support services for the department head and other staff members;

Oversees Departmental staffing by maintaining work/leave schedules for Departmental Employees;

Prepares purchasing forms and issues purchase order numbers;

Orders and keeps current inventory of supplies;

Establishes and maintains manual and/or computerized office files and records;

Maintains data collection system including preparation of routine statistical or numerical reports;

Composes and types routine reports, memos, and correspondence;

Keeps departmental time sheets, including vacation and sick leave; and

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

## **CLASS NO. 902 (Continued)**

Uses personal computer, word processor, and/or terminal which accesses mainframe computer to prepare, develop, and/or maintain forms, route sheets rosters, mailing lists, mail outs, reports, letters, memos, manuals, grant applications, contracts, budgets, etc.

Performs bookkeeping tasks, including issuing invoices, accepting deposits, and receipting monies received for services, balancing and cross-referencing different ledgers, and closing accounts at the end of each month; and

Performs receptionist duties including greeting the public, answering the telephone, taking messages, and providing information;

### **Other Important Duties\***

May complete applications for State and Federal grant requests.

May act as a dispatcher, including, but not limited to, taking messages from employees in the field and relaying them to the appropriate personnel and dispatching personnel when other employees need assistance (i.e., flat tire);

May open, log, and distribute incoming mail; and

Performs such other duties as may be assigned.

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

*Knowledge of:* business English, spelling, punctuation, math, and office practices.

*Skill to:* use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages. Recommended typing 40 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

*Ability to:* use equipment and materials; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with other county employees and officials, other agencies, and the general public.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

Graduation from high school plus two years of increasingly responsible secretarial, clerical and computer experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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**CLASS NO. 902 (Continued)**

**CERTIFICATES AND LICENSES REQUIRED:**

Required to be bondable.