

OFFICE MANAGER

GENERAL STATEMENT OF DUTIES: Serves as administrative assistant in the department with responsibilities that include: supervision and evaluation of clerical staff; analysis of management reports; coordination of budgets, grants and fiscal procedures; accounts payable, accounts receivable and revenue deposit; and makes administrative decisions in the absence of department head.

SUPERVISION RECEIVED: Works under the general supervision of a department head who reviews work performance for effectiveness and conformance to established policies in the department.

SUPERVISION EXERCISED: Exercises supervision over all clerical personnel in the department.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Supervises clerical personnel, solves clerical problems, provides in-services during clerical meetings, writes performance evaluations, interviews applicants and makes final recommendation for hire; liaison between clerical staff and other department employees, and provides orientation and training for new clerical employees.
2. Assumes responsibility for administrative decisions in the absence of department head.
3. Types all confidential material for the department.
4. Checks office supplies and equipment, and orders supplies and repairs as necessary.
5. Supervises maintenance of departmental accounts; completes expenditure reports; types vouchers; maintains vacation, sick and compensatory records for department employees.
6. Supervises the maintenance of departmental files.
7. Participates in conferences with department head to formulate departmental revisions of policies and procedures.

8. Assists with budget and/or grant preparation.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES: Ability to make decisions independently in accordance with established policies and to use initiative and judgement in carrying out responsibilities with minimal instructions and guidance; ability to train and supervise clerical personnel and to work harmoniously with other employees; ability to use tact and judgement in dealing with the public and officials from other agencies; thorough knowledge of accounting, bookkeeping, budget principles, and basic management practice; considerable knowledge of reporting and data gathering techniques and organization, grant management, development and preparation of narrative and statistical reports; working knowledge of modern practices and methods of office management and supervision; ability to type and use office machines; ability to compose letters and reports in effective style and proper business form.

EXPERIENCE AND TRAINING: High school education or equivalent, with additional supplemental college course work and training in management, bookkeeping and payroll; three years experience in office work including secretarial experience of a progressively responsible nature or an equivalent combination of training and experience. Supervisory experience desired.