



JOB DESCRIPTION



JOB TITLE: Executive Office Manager

JOB CODE: 2060

DEPARTMENT: Varies

FLSA STATUS: Exempt

REPORTS TO: Department Director/Executive Officer

SUMMARY OF JOB PURPOSE

Provides proactive and advanced-level administrative and financial/budgetary support, office management, and customer service to the general public for the operations of the department assigned; coordinates activities and provides support and assistance with other departments and agencies; supervises assigned staff.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution.
2. Acts as staff assistant to professional or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required; makes travel arrangements, provides itineraries, and handles travel and per diem claims.
3. May participate and assist in the administration of the department budget, prepares budget reports, tracks expenditures, and compiles annual budget requests; performs payroll activities such as maintaining records of time worked, overtime, leaves, and absences; receives and posts payments, prepares deposits, and totals accounts to ledgers or computer-based spreadsheets and databases.
4. Prepares a variety of general correspondence, legal documents, reports, articles, newsletters, meeting minutes and/or agendas, and instructions; maintains and monitors files, follows-up on due dates, and performs other monitoring functions to ensure timely completion of work; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, and other related tasks.
5. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations; may assist with notices and advertising for various Board replacements; may coordinate certificates and other recognition awards from the County Manager's office.
6. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with, and effectively promotes, established policies, procedures, and regulations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Posts and consolidates an assortment of general and/or statistical information from a number of sources for incorporation into special periodic reports; prepares routine reports and/or written summaries; creates and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software; may be responsible for ensuring County Manager and Commissioner's packets, reading material, and other reports are accurate and properly maintained, filed, and/or disseminated.
8. May oversee the administration of office equipment lease renewals, maintenance, and supply orders; may schedule maintenance work on district vehicles working with the County's vehicle maintenance department and/or outside vendors; may supervise the use of the Pitney Bowes mail machine including the monitoring of postage usage and coordinating proper mailing procedures for all Douglas County departments with the US Postal Service.

ADDITIONAL ESSENTIAL FUNCTIONS (Positions in Technology Services/911 only)

1. Supervises the administrative and technical operations of the communication services within the county; provides user support for a variety of systems including County telephone systems, public safety radios and repeater sites, pagers, wireless data links, security cameras and fire systems, and card access; initiates new service, performs installations, and works with vendors regarding repairs and maintenance.
2. Manages the operations of the County-run Community Access Television Station; supervises staff responsible for the daily operation of the Douglas County channels; provides information and direction to resolve issues; monitors and maintains cameras and recording equipment used throughout the county for meetings; approves scheduling and programming of submitted TV shows; works with producers to ensure policies and procedures for utilizing public access services are met.

ADDITIONAL ESSENTIAL FUNCTIONS (Positions in District Attorney's Office only)

1. Responsible for the creation and maintenance of tables, documents, and reports on JustWare (case management system); provides or coordinates the training of all department employees on the JustWare system and assists staff with more complex tasks; works with the sheriff's department and justice court staff regarding implementation, use, and maintenance of "like" tables.
2. Responsible for codifying and maintaining an updated version of the Douglas County Code within the District Attorney's Office; assists the Chief Civil Deputy District Attorney format the code for posting on the County's website.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of five (5) years progressively responsible administrative/clerical experience including lead or supervisory responsibilities; Associates Degree in Public Administration or Business Administration is preferred.

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LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly; knowledge of bookkeeping, file and record management; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; typing certificate with speed and accuracy at a rate of 55 words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, and feel; talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in this work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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