



## JOB DESCRIPTION

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**JOB TITLE:** Office Manager

**JOB CODE:** 2850

**DEPARTMENT:** Various

**FLSA STATUS:** Exempt

**REPORTS TO:** Director or Manager of Department

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### SUMMARY OF JOB PURPOSE

Manages a variety of accounting, administrative and clerical activities to support the operations of Douglas County; coordinates activities within county departments and with outside agencies.

### GENERAL FUNCTIONS

1. Assists the general public, customers, and 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; resolves issues and/or directs customers to the appropriate department/individual 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 customers; maintains schedules of activities and location of staff members as required; makes travel arrangements, provides itineraries, and handles travel and per diem claims.
3. Prepares a variety of general correspondence, 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.
4. Manages office administrative operations; evaluates issues, and recommends and implements solutions; coordinates and conducts projects that may include special events.
5. May supervise assigned staff, including prioritizing and reviewing 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.
6. Collects and compiles statistical data; prepares routine reports and/or written summaries; creates and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
7. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with, and effectively promotes established policies, procedures, and regulations.
8. Oversees 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.

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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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9. Maintains all department personnel records and information, ensuring total confidentiality. Performs personnel tracking such as maintaining records of time worked, overtime and absences.

### ESSENTIAL FUNCTIONS – Specific to position located at Minden-Tahoe Airport

10. Performs all aspects of the accounting function, including, cash receipts, accounts receivable, cash disbursements, accounts payable, purchase orders and encumbrances, general ledger, and financial reporting utilizing full-accrual and modified-accrual accounting methods. Maintains a stand-alone general ledger utilizing Quickbooks and reconciles monthly with the Douglas County financial system general ledger.
11. Assists with preparation of the annual budget and the five-year capital improvement plan, monitors budget revenues and expenditures, prepares budget augmentations and transfers, and maintains a balanced budget.
12. Performs accounting and reporting for grants in compliance with grant requirements, and may coordinate or prepare documentation for independent or governmental auditors and assist during the annual audit process.

### 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 equivalent, and a minimum of three (3) years progressively responsible accounting and administrative/clerical experience; Associates Degree in Public Administration, Accounting or Business Administration is desirable.

#### ACCOUNTING SKILLS

Knowledge of principles and practices of full-accrual and modified-accrual accounting, and governmental budgeting; grant accounting and compliance; personnel rules and payroll systems.

#### 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 assign and prioritize multiple tasks, projects and demands; create legal, professional and technical documents; plan, prioritize and carry out assignments with minimum supervision; demonstrate effective interpersonal relationships in bringing people together to solve problems, and maintaining cooperative working relationships with others.

Skills in reading, understanding, and applying relevant county, state, federal and other governing regulations, including grant requirements; explaining policies, procedures and processes in a clear, concise, and comprehensive manner to staff, customers and the public; preparing clear and

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comprehensive written and statistical reports, documents and correspondence; principles and protocols for the management of official documents and records.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word and Outlook, and Intuit Quickbooks, 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.

### **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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently 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**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines. Office location at the Minden-Tahoe Airport may be exposed to fumes and occasional loud noise level during takeoff and landing of aircraft.

**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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