



JOB DESCRIPTION

JOB TITLE: Office Manager Senior

JOB CODE: 2860

DEPARTMENT: Varies

FLSA STATUS: Exempt

REPORTS TO: Department Manager/Director

SUMMARY OF JOB PURPOSE

Provides 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/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 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. Assists 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.
6. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with, and effectively promotes, established policies, procedures, and regulations; maintains all department personnel records and information, ensuring total confidentiality.

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.
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.

ADDITIONAL ESSENTIAL FUNCTIONS (Positions in the Juvenile Camp Services)

1. Assists with the Child Nutrition Grant including tracking, balancing, and maintaining program and funds; assists with the preparation and maintenance of the BADA Treatment Grant.
2. Performs the roll of Secretary/Treasurer of the China Spring Youth Camp Advisory Board; responsible for ensuring Board's packets, reading material, and other reports are accurate and properly maintained, filed, and/or disseminated; prepares Board agenda and posts in a timely manner.

ADDITIONAL ESSENTIAL FUNCTIONS (Positions in the Town of Minden)

1. Coordinates with and supports the public works department and the facilities maintenance department by coordinating and maintaining water/trash billings, responding to dumpster requests, responding to water issues, and interacting with the billing software company and the meter reading software company, including tracking of meter installation and issuing water permits for new construction.
2. Coordinates and supports the Town sponsored/co-sponsored events such as the craft fairs, summer concert series, holiday celebrations, Hot August Night's Poker Run, etc.; coordinates the rental of CVIC Hall/Minden Park, including showing the hall, taking bookings, and opening and closing as needed.
3. Performs the roll of Secretary to the Town Board; responsible for ensuring Board's packets, reading material, and other reports are accurate and properly maintained, filed, and/or disseminated; prepares Board agenda and posts in a timely manner.

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 four (4) 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 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

This position primarily resides in a standard office environment where the noise level is usually quiet; may be exposed to outside weather conditions while performing the duties of this job.

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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