



## 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 secretarial, accounting and administrative activities to support the operations of the department; coordinates activities with other departments and agencies.

### 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. 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; prepares, reviews, and approves requisitions, purchase orders, work orders and vouchers.
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. Manages office administrative operations; evaluates issues, and recommends and implements solutions; coordinates and conducts projects that may include special events; conducts research studies on sensitive issues; identifies and resolves problems.
6. 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.
7. 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.

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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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8. 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.
9. 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.

### 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 administrative/clerical experience; Associates Degree in Public Administration, Accounting or Business Administration is desirable.

#### 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

Knowledge of principles and practices of governmental budgeting, personnel rules, accounting and records management; principles and protocols for the management of official documents and records; accounting and payroll systems, rules and standards; applicable state and Federal rules, codes and regulations; County policies and procedures.

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..

Skills in reading, understanding, and applying relevant county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations; explaining procedures and processes in a clear, concise, and comprehensive manner to staff, clients and the public; preparing clear and comprehensive written and statistical reports; establishing and maintaining

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cooperative working relationships with others. Working knowledge of spreadsheets and database management.

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

### **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.

**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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