



# BAKER COUNTY

## POSITION DESCRIPTION

### **OFFICE MANAGER I**

<b>DEPARTMENT</b>	
<b>SALARY RANGE</b>	9
<b>BARGAINING UNIT</b>	SEIU
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2019
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION
<b>Signature &amp; Date:</b>	

### **INTRODUCTION**

The classifications within this two-level series have a focus on organizing and directing office operations and providing support to a department head in addition to providing direct secretarial assistance as needed and/or supervising support staff. Organizing and directing an office typically include coordinating workflow and communication and developing procedures, policies, materials/forms, and filing and other support systems (including confidential documents) for efficient office operations. Direct secretarial support typically includes responsibility for incoming and outgoing information and paper-flow for the assigned manager, coordinating and maintaining confidential documents and files, using standardized accounting functions to assist in the budget process and code invoices for payment. All levels within this series may provide staff research and project/program management as assigned.

This classification performs varied and complex administrative and/or office support services. At this level a wide variety of duties are performed to relieve administration of management and technical details using initiative, judgment and experience in independently determining and implementing procedure and applying and interpreting policy.

### **EXAMPLES OF PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Assume sole responsibility for managing the office of a County manager which includes: act as liaison between department, other departments and agencies and the public providing information requiring knowledge of departmental policy and procedure; maintaining personnel, financial, statistical, and other responsible records; develop office procedures.

2. Provide secretarial support; coordinate incoming and outgoing information, paperflow, etc. for manager. Process and maintain confidential documents including personnel and payroll records. Design, compose and type various correspondence, legal documents, forms, graphics and reports; perform complex word processing and data entry; type from dictation, rough draft or notes; operate a variety of complex office equipment which includes automated equipment utilizing specialized databases, spreadsheets and systems.
3. Assist public in person and by telephone; direct calls and individuals to appropriate source; answer a wide variety of questions related to departmental programs; assist public in locating and obtaining various materials, information and in completing forms, permits, licenses and applications. Interpret to public any information requiring knowledge of department policies and procedures in order to provide assistance, exchange information and solve problems.
4. Monitor contracted service providers for performance, program expenditures and contract compliance. Provide training and assistance as needed.
5. Collect and record cash payments; write receipt and post to departmental records; balance receipts as assigned. Prepare bank deposits.
6. Assigned responsibility for specialized, continuing projects; independently research, compile and analyze data requiring use of initiative and independent judgment; recommend appropriate action based on research.
7. Assist in the budget process by coordinating collection and projections of information; monitor and administer budget once adopted. Maintain a variety of department accounting records and logs; code invoices for payment.
8. Participate in establishing policy and procedure and interpret pertinent policy, procedures, laws, and regulations to department and County personnel, outside agencies and the public.
9. Prepare meeting and hearing agendas, gather necessary data, records; attend meetings or hearings and prepare minutes; participate in the absence of the department head.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

**Knowledge of:** Thorough knowledge of modern practices and methods of office management; considerable knowledge of bookkeeping and accounting principles; considerable knowledge of record keeping methods; reasonable knowledge of legal documents and terminology; basic knowledge of regulations affecting department functions.

**Skill in:** Operation of modern office equipment and machinery; typing rapidly and accurately; processing information and use of computerized equipment; effectively take and transcribe dictation; report writing.

**Ability to:** Communicate effectively in both oral and written forms; establish and maintain records, reports and statistical data; make decisions independently and to use initiative and judgment in dealing with executives and officials from other County departments and outside agencies; adjust to priority changes and work well under pressure; maintain confidentiality; courteously meet and deal effectively with other employees, public agencies, consultants, realtors, engineers, attorneys and the public to interpret policy and administrative regulations and to relay program goals and intent of the department head to give and receive information and resolve problems.

## **QUALIFICATIONS**

Minimum: Three years progressively responsible clerical experience supplemented by training in business or secretarial sciences OR any satisfactory equivalent combination of experience and training.

Preference: Specific knowledge or experience related to assigned department.

Special Requirements: Possession of or the ability to obtain and maintain a valid Oregon driver's license within 90 days of hire date.

## **SUPERVISORY CONTROLS OF THIS POSITION**

This classification works under the general direction of a department head. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the employee's discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

## **GUIDELINES**

Work is performed within departmental policy and procedures; federal, state and county statutes, rules and regulations; bargaining unit contracts, personnel rules; office management and secretarial handbooks; software and equipment manuals, specialized dictionaries and legal reference materials. The employee uses initiative, judgment and experience to interpret and choose between alternative guidelines.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed in an office environment and is generally sedentary; however, some positions may require bending, hearing voice conversation, keyboarding, kneeling, occasionally lifting up to 34 pounds, reaching, sitting standing and walking. Occasional driving is required of some positions.