



OFFICE MANAGER – COMMUNITY DEVELOPMENT JOB DESCRIPTION

Job Title: Office Manager

Job Code: OB100

Pay Grade: 23

Effective Date: October 2008

FLSA: Exempt

Revision Date: October 2008

NATURE OF WORK

Under limited supervision, performs professional and confidential office management functions, and supervises the administrative operations of the Community Development Department; supervises assigned personnel; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the administrative operations for the Community Development Department, including personnel administration, budget, accounting, Master Plan MOU records, billing, cash receipts, contracts, project management, and customer relations; evaluates issues, and recommends solutions.
- Manages the Permit Center staff and operations, and coordinates activities with other County departments and outside agencies; manages Department support staff; supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures; provides hiring recommendations.
- Processes, reviews and approves personnel documents and files; maintains records, researches and updates files and databases; assures all administrative actions are in compliance with County policy.
- Functions as a member of the Department management team; represents the Department at meetings with County staff and outside agencies; assists in the development, implementation, and administration of the Department's administrative and fiscal policies and procedures.
- Prepares and administers assigned operating budgets; tracks expenditures; processes invoices, billing, and expense reimbursements; prepares departmental payroll; reconciles revenues and prepares financial and revenue trend reports; maintains the office imprest fund.
- Prepares and administers service contracts; monitors compliance with regulations governing expenditures for State and County contracts.
- Performs a variety of systems administration duties; adds and deletes system users; changes user authorities; completes statistical queries; provides assistance in troubleshooting system issues.
- Orders and maintains office supply inventories; authorizes minor purchases; coordinates the maintenance and repair of office equipment and facilities.
- Provides administrative assistance to assigned personnel; maintains departmental calendars; schedules and coordinates meetings; prepares correspondence, meeting minutes, and legal documents.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 30 pounds.

EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration, Accounting, or a closely related field; AND four (4) year's experience supervising administrative operations.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County and Community Development Department operations, policies and procedures.
- Permitting processes, policies, and procedures.
- Regulations and codes governing permitting activities.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.
- Accounting principles and processes for preparing budgets.
- Supervisory principles, practices, and methods.

Skills in:

- Managing and coordinating the day-to-day administrative operations for assigned area of work.
- Supervising and coordinating the County's permitting operations.
- Preparing budgets and processing departmental invoices, billing, and payroll.
- Coordinating and performing a variety of systems and/or contract administration functions.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.