

OFFICE MANAGER**NATURE OF WORK**

This is supervisory and administrative work supervising the clerical and business operations of a County department/division.

An employee in a position allocated to this class supervises the operations of a large clerical and secretarial staff. Work involves planning, assigning and reviewing the work of subordinate staff and coordinating support services such as personnel, purchasing and records maintenance. Work involves the development of procedures necessary to carry out these responsibilities. Although an employee in this class may independently perform highly complex specialized clerical duties, the emphasis is on the supervision of the clerical staff of an office. Considerable independent judgment and initiative is exercised in conformance with standard operating policies and procedures. Work is performed under the general supervision of an administrative superior and is reviewed through reports and conferences.

EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Plans, assigns, and reviews the work of a large clerical staff engaged in keeping records, checking records, auditing and certifying records; receiving and distributing mail; duplicating forms and records; receiving, storing and issuing supplies, publications and bulletins; and the operation of various office machinery.

Assists subordinates in resolving problems non-routine situations, instructs workers in office practices, orients and trains new workers.

Determines work procedures, prepares and administers work schedules, and expedites work flow. Issues written and oral instructions, maintains time and production records. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

May perform non-supervisory duties of a complex nature in maintaining control records, checking important transactions, and recommending solutions to administrative problems.

Studies and standardizes work procedures, devises new work methods, recommends new procedures, forms and methods to effect saving of time, labor, cost and to improve office efficiency.

Compiles data for budget preparation.

Maintains inventory control of equipment and supplies; approves purchase requests and supervises the processing of requests.

Makes recommendations to administrative superior on administrative policies and procedures.

Performs related work as required.

OFFICE MANAGER - CONT'D**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the functions and operations of the involved department/division.

Thorough knowledge of governmental purchasing, personnel and accounting procedures.

Considerable knowledge of office practices and procedures.

Knowledge of the organizational structure of County government.

Ability to analyze office operations and recommend innovative methods, procedures and policies to improve efficiency.

Ability to effectively supervise a large group of clerical personnel.

Ability to establish and maintain effective working relationships with other employees, county officials and the general public.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification supplemented by courses in Business Administration or a related discipline; considerable experience in clerical supervisory or office management work; or any equivalent combination of related training and experience.