



# BUSINESS & OFFICE MANAGER

## (Camping & Grounds Manager)

### JOB DESCRIPTION

Job Title: **Business & Office Manager**

Job Code: **PR200**

Pay Grade: **125**

Effective Date: **January 2023**

FLSA: **Exempt**

Revision Date: **January 2023**

#### NATURE OF WORK

Under limited supervision, this position assists the Administrator of Parks and Recreation in performing professional and confidential office management functions; supervises the administrative operations and 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 Parks and Recreation Department, including assigned personnel administration, budget, accounting, Master Plan updates, billing, cash receipts, contracts, project management, campground management, and customer relations; evaluates issues, and recommends solutions.
- Manages the Campground business operations, and coordinates activities with other community organizations and outside agencies; manages assigned Department support staff; supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures; provides hiring recommendations.
- Provides administrative assistance to assigned personnel; maintains departmental calendars; schedules and coordinates meetings; prepares correspondence, meeting, minutes, and legal documents.
- 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, community groups, 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.
- Oversees the ordering and maintenance of 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.
- Oversees website content for accuracy, completeness, and services to our customers.
- Oversees and assists with Campground business development, reservations and operations and customer satisfaction.
- Helps the operation achieve quality customer service interactions and project the Parks and Recreation department in a positive manner at all times.

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**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) years' experience supervising administrative operations.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:** (expected to have or learn)

**Knowledge of:**

- County and Parks and Recreation operations, policies, and procedures.
- Campground processes, policies, and procedures.
- Parks, Campground, and Fairs regulations and codes.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.
- Accounting principles and processes for preparing budgets and overseeing Accounts Receivable, Accounts Payable, and budgeting. .
- 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 Parks and Recreation 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, community organizations, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.

