



# OFFICE MANAGER - FACILITIES JOB DESCRIPTION

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| Job Title: <b>Office Manager</b>              |                                      |
| Dept./Division: <b>Facilities</b>             | Job Class Code: <b>1137</b>          |
| Pay Grade: <b>124</b>                         | PCN: <b>1758001</b>                  |
| FLSA: <b>Non-Exempt</b>                       | Effective Date: <b>February 2025</b> |
| Representation Status: <b>Non-Represented</b> | Revision Date: <b>February 2025</b>  |
| Reports To: <b>Facilities Director</b>        |                                      |

## NATURE OF WORK

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

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Oversees and coordinates the administrative operations for the Facilities Department, including personnel administration, budget, accounting, plan and policy updates, billing, cash receipts, contracts, project management, and customer relations; evaluates issues, and recommends solutions.
- Coordinates activities with other organizations and outside agencies; manages assigned Department support staff; supervises, trains, and evaluates the performance of assigned personnel; monitors staff compliance with departmental policies and procedures; provides hiring recommendations.
- Processes, reviews and approves personnel documents and files; maintains records, research and updates files and databases; assures all administrative actions are in compliance with County policy.
- Provides administrative assistance to assigned personnel; maintains departmental calendars; schedules and coordinates meetings; prepares correspondence, meeting minutes, and legal documents.
- 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.

**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 50 pounds.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- 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.

**PREFERRED:** Education, experience, certifications, etc.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):****Knowledge of:**

- County and Facilities 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.
- 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.

**Job Title: Office Manager**

**Job Class Code: 1137**

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date