



# OFFICE MANAGER - FACILITIES JOB DESCRIPTION

Job Title: <b>Office Manager</b>	
Dept./Division: <b>Facilities</b>	Job Class Code: <b>1137</b>
Pay Grade: <b>124</b>	PCN: <b>113700X</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>February 2025</b>
Representation Status: <b>Non-Represented</b>	Revision Date: <b>January 2026</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 development and 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.
- Prepares and administers resolutions, legal notices, service contracts, and procurement; monitors compliance with regulations governing expenditures for State and County contracts.

- Responsible for the development, implementation, and administration of the Facilities surplus program.
- 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 custodial and office supply inventories; authorizes minor purchases; coordinates maintenance and repair services for office equipment and facilities.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in office and field settings, including the Fairgrounds, County parks, and other County-owned properties, and involves extended sitting, standing, walking, bending, reaching, and lifting up to 50 pounds.

**QUALIFICATIONS:**

**REQUIRED:**

- 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.

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

**Knowledge of:**

- County and Facilities operations, policies and procedures.
- 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 and managing budgets, 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.

**Ability to:**

- Learn and follow County policies and procedures

**Behaviors:**

- Regular, reliable attendance

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

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date