

Title: Office Manager
PG: 38
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 6052
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is office management work of an administrative and supervisory nature. Work involves the developing and establishing of office procedures, including budget preparation and maintenance of accounts and coordinating office services with such technical work as may be performed by other units of a department. Work involves considerable consequence of error, such as loss of revenue or serious delay or disruption of operations. Work is assigned and reviewed through conferences with administrative officials, observation of the effectiveness of the work program and through periodic reports and statements.

ESSENTIAL FUNCTIONS:

1. Plans, assigns, supervises and coordinates various clerical/secretarial activities within a department or division; ensures the smooth flow of work and compliance with applicable departmental policies and procedures.
2. Manages budget monies in regular and special accounts; makes departmental purchase orders for supplies; performs cost accounting on tasks, labor, materials and equipment; prepares and/or supervises payroll preparation.
3. Drafts correspondence, including requests for quotations from vendors; prepares requisitions; maintains and prepares closing reports for allocating labor, materials and equipment used on all special projects.
4. Prepares monthly and weekly activities reports; schedules inspections; supervises maintenance of files; prepares additional analytical and statistical reports. Coordinates annual preparation of rates and charges publications.
5. Interprets departmental regulations and procedures for employees and the public.
6. Assists departments with questions and problems.
7. Maintains copy machines, researches new copiers, obtains quotes and purchases copy machines for use by many departments.
8. Prepares and tracks all new/replacement vehicle paperwork for tag, title and registration.
9. Maintains billing system and prepares monthly billing for maintenance and fuel use.

ADDITIONAL RESPONSIBILITIES:

1. May provide secretarial services with the use of shorthand, speedwriting or transcription device.
2. May maintain Database on all City vehicles and equipment.
3. Prepares requisitions on all new/replacement vehicle purchases and track purchases according to approved budget.
4. Responsible for all fuel transactions both onsite and offsite.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of principles of office management and administration.
2. Considerable knowledge of budget preparation, modern office practices and procedures and the use of office machines and equipment.
3. Thorough knowledge of business English, grammar, spelling and arithmetic.
4. Skill in the operation of computers and peripheral equipment.
5. Ability to carry out administrative and supervisory details independently and conduct correspondence without review.
6. Ability to learn City operations and organizations and make moderately complex decisions in accordance with established City and departmental policies and procedures.

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7. Ability to proofread text and data to provide accurate information.
8. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.
9. Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, and other City employees, and the public.
10. Ability to effectively use shorthand, speedwriting and transcription devices.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time. Requires the ability to perform routine keyboard operations.

The job risks slight exposure to diesel fuel fumes and also garbage refuse odors.

Requires the ability to see, hear and talk in a normal business environment.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its' equivalent, including or supplemented by courses in management.
2. Six (6) years of experience in high-level secretarial duties.
3. Three (3) years of supervisory experience.
4. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.