



## Job Description

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<b>TITLE:</b>	<b>Office Manager</b>	<b>JOB CODE:</b>	2930
<b>DEPARTMENT:</b>	Various	<b>FLSA:</b>	Exempt
<b>PREPARED:</b>	November 2005	<b>UPDATED:</b>	09/01/2020

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**Summary:** Under general supervision, supervises and provides work direction to staff; assigns and schedules staff; and performs a variety of administrative functions to support the administrative activities of the Department. This office professional shall have great interpersonal communication (verbal/written) skills, flexible, organized, and self-motivated to provide positive guidance to employees for a safe and efficient work environment.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises and directs the daily activities of the support staff through appropriate delegation, managerial support, and work supervision.
- Screens and assigns workload; plans, prioritizes and assigns tasks and projects; assists in developing performance standards; recommends promotions and terminations.
- Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance; identifies training needs and develops training for staff.
- Monitors operations and procedures, and submits recommendations for improving the work group's functions and processes; clarifies and reconciles issues relating to policies and procedures.
- Meets regularly with staff to offer support and guidance; analyzes and evaluates issues, and recommends and implements solutions.
- Researches staffing, budget and administrative issues to resolve questions and validate information; assures the accountability and integrity of all procedures, transactions and required documentation; collects data, and compiles reports.
- Resolves problems, creates solutions, allocates resources, and assures the quality of the work products.
- Reviews, investigates, and corrects errors and inconsistencies in data entries, transactions, documents, procedures and reports.
- Serves as information source and liaison between the work group and various organizations and agencies; serves on committees, task forces and other groups as requested.
- Coordinates information and assures effective communications between work group and County departments.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of County organization, operations, policies and procedures.
- Knowledge of County computer systems and accounting principles and practices.
- Knowledge of the principles and practices of records management and documentation procedures.
- Knowledge of techniques and practices for effective and efficient management of allocated resources.

## Job Description

### Office Manager

- Knowledge of personal computers utilizing a variety of software applications.
- Skill in reading, interpreting, understanding and applying work standards and County policies and procedures.
- Skill in supervising, coordinating staff, and delegating tasks and authority.
- Skill in establishing and maintaining cooperative working relationships with County employees, advocates, and the public.
- Skill in analyzing and interpreting technical reports and documents.
- Skill in working under pressure of deadlines.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.

### Education and Experience

- Associate's degree with five (5) years relevant office work experience and one (1) year supervisor experience; a Bachelor's degree is preferred; or a combination of equivalent years of experience and education.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____