



Job Description

TITLE: Office Manager	JOB CODE: 2931
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision of the Public Works Director, the Officer Manager supervises and provides work direction to staff; 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; provides a broad range of administrative support to the department administrator and department staff.
- 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, 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.
- Reviews, investigates, and corrects errors and inconsistencies in data entries, transactions, documents, procedures and reports.
- Maintains department calendar; receives, open, reviews, and distributes mail; establishes and maintains filing procedures; coordinates and monitors assigned projects.
- 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.
- Utilizes County payroll, work order, financial computer systems.
- Prepares correspondence, memoranda, letters, and other communications as directed.
- Provides information to employees, other departments, officials, and all members of the general public; receives and routes requests for service and other public inquiries.
- Assists with hiring, disciplining, and/or termination processes of employees according to Employee Handbook.
- Provides information to employees, other departments, officials, and all members of the general public; receives and routes requests for service and other public inquiries.
- Handles sensitive and confidential data.
- Assists Director with budget.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of County organization, operations, policies and procedures.

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- 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.
- Knowledge of personal computers utilizing a variety of software applications, including Microsoft Office and other business applications.
- Knowledge of customer service principles, practices, and techniques.
- 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

- Associates degree with five (5) years relevant office work experience and one (1) year supervisor experience; a Bachelors 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.
- 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:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____