



Job Description

TITLE: Office Manager	JOB CODE: 2938
DEPARTMENT: Juvenile Services	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: July 18, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision of the Juvenile Services Director, this position will supervise and provide work direction to staff; assign and schedule staff; and perform 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.*

- Supervise and direct the daily activities of the support staff through appropriate delegation, managerial support, and work supervision.
- Screen and assign workload; plan, prioritize and assign tasks and projects; assist in developing performance standards; recommend promotions and terminations.
- Counsel, train, and coach staff; monitor work, develop staff skills, and evaluate performance; identifies training needs and develops training for staff.
- Monitor budget, contacts, and expenditures; collect, compiles, and analyze data and information; draft and prepare reports for the department administrator as assigned.
- Monitor operations and procedures and submit recommendations for improving the work group's functions and processes; clarify and reconcile issues relating to policies and procedures.
- Meet regularly with staff to offer support and guidance; analyze and evaluate issues and recommend and implements solutions.
- Maintain department calendar; receive, open, review, and distribute mail; prepare purchase orders and vouchers; establish and maintain filing procedures; coordinate and monitor assigned projects.
- Research staffing, budget, and administrative issues to resolve questions and validate information; assure the accountability and integrity of all procedures, transactions and required documentation; collect data, and compile reports.
- Coordinate the annual county budgeting process; monitor the budget cycle and department submittal timelines, organize documentation, and coordinate the formal submittal process.
- Resolve problems, create solutions, allocate resources, and assure the quality of the work products.
- Maintain personnel and payroll files; research files and computer databases; assure all administrative actions are in compliant with county policy, procedures, and guidelines.
- Research inquiries from employees with personnel questions; review and process forms to execute personnel change transactions.
- Maintain department statistical and employee information; collect statistical data and compile data for reports; update and assure accuracy of data bases; create management reports.
- Type, edit, and prepare correspondence, memoranda, letters, legal documents, information packets and other communications; respond to routine letters and compose general correspondence as directed.
- Utilize the County payroll computer system to input, access, retrieve, and analyze data; update automated and manual computer records and tracking systems.
- Review, investigate, and correct errors and inconsistencies in data entries, transactions, documents, procedures, and reports.
- Serve as information source and liaison between the work group and various organizations and agencies; serve on committees, task forces and other groups as requested.

Job Description

Office Manager

- Coordinates information and assure effective communications between work group and County departments.
- Perform 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.
- 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

- Associates Degree in business or related field with five (5) years relevant office work, a Bachelors' degree is preferred; or equivalent combination of education and work experience sufficient to perform the duties of the position
- One (1) of supervisory experience.
- 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.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____