



Job Description

TITLE:	Office Manager	JOB CODE:	3762
DEPARTMENT:	Fire Department - Bloomfield	FLSA:	Non-Exempt
PREPARED:	August 20, 2020	LOCATION:	Bloomfield, NM
UPDATED:	August 31, 2020		

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.*

- 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; identify training needs and develop training for staff.
- 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 implement solutions.
- 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.
- Resolve problems, create solutions, allocate resources, and assure the quality of the work products.
- 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.
- Coordinate 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.

Job Description

Office Manager

- 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.
- 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:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____