

## GARAGE OFFICE MANAGER Pulaski County

**Department:** Garage

**Reports to:** General Services Director/PSA Deputy Director

**Supervision Exercised:** None

**Supervision Received:** Work is performed under regular supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employees will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours:** Monday thru Friday, 7:00 a.m. until 4:00 p.m. Limited overtime hours required.

**ESSENTIAL FUNCTIONS:** The Garage Office Manager is responsible for overall front office activities, including the reception area, mail, purchase orders for various departments, office supply orders, etc. This position is also responsible for directing and coordinating office coverage, services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. This position must present and maintain professionalism and confidentiality at all times.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

**RESPONSIBILITIES:**

- Position requires physical presence on the job
- Manages the front office area to ensure effective communications both internally and externally to maintain a professional image
- Negotiates the purchase of office supplies, furniture, equipment, etc. for the garage, maintenance staff in accordance with the County's Purchasing Policy
- Responsible for daily activities of the office to include scheduling meetings, answering the telephone and providing routine information
- Proficient use of a computer and various software programs to include Microsoft Excel, Word and PowerPoint and willingness to expand educational opportunities as approved by County policy
- Distributes incoming and outgoing mail
- Interviews visitors, makes appointments
- Maintains databases, and files
- Files variety of correspondence, reports, etc.
- Performs invoicing and scheduling for vehicle maintenance for various departments
- Reviews accounts payable for County Garage, General Services, and special projects within the county
- Calculates and submits time sheets for County Garage and General Services
- Assists with the purchase of vehicles through EVA, Sourcewell for competitive pricing
- Maintains the Vehicle work order System

- Monitors fuel levels in underground storage tanks and order fuel when necessary
- Schedules procurement and online sales and auctions of various county properties

**KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of standard office practices, procedures and equipment
- Thorough knowledge of business English, spelling and arithmetic
- Ability to interpret and apply policies and procedures
- Ability to make difficult arithmetic calculations and to set up complex forms and statistical tables
- Ability to type, take and transcribe accurately at a reasonable rate of speed
- Ability to maintain and establish effective working relationships with others
- Ability to follow oral and written instructions
- Ability to use standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc.

**ADA REQUIREMENTS:** Ability to sit at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write and to exchange information, ability to file papers, ability to lift and carry up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

**EDUCATION AND EXPERIENCE:**

- Associates Degree preferred but not required, at least two years of experience in office management.

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_