

OFFICE MANAGER
Pulaski County

Department: Administration

Reports to: Clerk to the Board of Supervisors/Executive Secretary and County Operations Officer

Supervision Exercised: None

Supervision Received: Performs skilled clerical work; does related work as required. Work is performed under regular supervision.

Classification (FLSA): Non-Exempt Full time – Forty (40) hours/week

Category: Administrative

Hours of Work: Monday thru Friday 8:00 a.m. until 5:00 p.m. (limited overtime required)

Job Summary: The Administrative 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.

Essential Functions:

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain a professional image;
- Coordinates overall administrative activities for the County Administration office;
- Coordinates the maintenance and alteration of office areas and equipment to include the postage machine, copier, etc. for the entire staff as well as maintaining adequate office and kitchen supplies;
- Negotiates the purchase of office supplies, furniture, equipment, etc. for the entire staff in accordance with the County's Purchasing Policy;
- Responsible for daily activities of the office to include scheduling meetings and reserving conference rooms for the staff;
- Acts as a receptionist and liaison for staff, greets all visitors, determines their needs, checks appointments and directs visitors to designated offices;
- Answers telephone and provides routine information;
- Use of computer to include Microsoft Excel, Word, Powerpoint and BoardDocs and willingness to expand educational opportunities as approved by County policy;
- Prepares Weekly Update to Board of Supervisors and other correspondence as directed;
- Assists the Clerk to the Board of Supervisors/Executive Secretary with Board meeting materials assembly, etc.
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards;
- Prepares routine correspondence, memoranda, reports and other materials;
- Types from rough draft, copy, marginal notes or verbal instruction;
- Sorts, stamps and distributes incoming and outgoing mail;
- Distributes payroll checks as needed;
- Interviews visitors, makes appointments, arranges committee meetings, schedules conference rooms and distributes meeting notices, including monthly meeting notifications to the local newspapers;
- Maintains databases, mailing lists and files;
- Files variety of correspondence, reports, etc.;
- Answers phones and greets the public in the absence of the Technical Assistant Clerks;

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- Registers staff for various conferences and seminars, including booking overnight lodging, as needed; and
- Performs other duties as assigned.

Work Environment: This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, stoop, walk, use hands and other limbs. This position requires the ability to occasionally lift office products and supplies up to 50 pounds.

Education & Experience: Associates Degree preferred but not required, at least two years of experience in office management.

I. Professionalism and Confidentiality: Abide by all County policies and procedures

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

II. Training and Job Development: Responsible for continuing education development and building proficiency and skills.

- Develop and set own personal goals for acquiring new skills and job growth
- Participate 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, provides 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: _____