

SPECIFICATION

Class Title: Office Manager II
Department: County-wide
FLSA: Non-exempt

Class Code: 1155
Grade: 17
Eff. Date: 1/1/82
Revised: 08/26/15

GENERAL PURPOSE

Under general supervision from an administrative superior, performs supervisory and complex clerical duties in managing the operations of a county department or division.

EXAMPLE OF DUTIES

Supervises two or more office clerical staff directly or through leadworkers; interviews applicants and makes hiring recommendations; trains employees; assigns and monitors work; maintains a work schedule of all employees and grants sick and vacation leave to those supervised; evaluates employee performance in compliance with Davis County Policies and Procedures; disciplines employees as necessary and in compliance with all applicable policies and procedures. Reviews department clerical and administrative work processes and recommends improvements for methods used. Assists in resolving confidential personnel issues.

Performs a wide variety of administrative and general clerical assignments in the specialized area of the office; composes and types letters, memoranda, reports and forms with or without review; schedules and maintains calendar and appointment books for professional staff and makes necessary travel arrangements for office administrators. Fills in for other employees in the office as needed; may assist with work assigned to clerical staff as needed.

Processes and maintains a variety of accounting records including purchase orders, vouchers, budget adjustments, payroll, and accounts receivable and payable; ensures accounting records are properly maintained; prepares various detailed and complex monthly and annual reports and spreadsheets. Provides information and documentation to personnel in the Clerk/Auditor office. Assists in budget preparation and determining budgeting needs.

Maintains files for department personnel. Maintains accurate records of hours worked by employees; secures timesheets; maintains vacation and sick leave records. Prepares various Human Resources (HR) forms for current staff, new hires and terminations. Coordinates with HR to ensure compliance with county policy and procedures. Completes Workers Compensation Employer's First Report of Injury or Illness for department's industrial injury reports.

When directed and authorized by a department administrator, creates and/or updates a department's (or division of a department) social media pages, website pages, prepares press releases for news media, newsletters, flyers and brochures.

Provides in-person and over the phone professional customer service. Receives and distributes incoming mail and electronic communications. Reviews documents and correspondence prepared for Director's signature to ensure conformity with agency policies, rules, procedures, grammar, and format.

Orders office supplies and equipment; maintains inventory. Responsible for maintenance of office equipment; arranges service calls for routine maintenance and repair of office equipment.

Responds to technical questions and complaints; resolves problems.

May act for supervisor in his/her absence.

Operates computer and/or other office equipment.

May operate a motor vehicle.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation and one (1) year of college level course work in management or bookkeeping, plus six (6) years of increasingly responsible office experience, at least two (2) years of which must have been in a supervisory or leadworker capacity. An acceptable combination of education and experience may be considered; related experience may be substituted for education on a year-for-year basis.

2. Special Qualifications:

Must be bondable if required by the position.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: modern office practices and procedures, and terminology specific to the department; county policies and procedures; modern management/supervisory practices and principles; bookkeeping and filing procedures.

Skill in: typing 40 wpm (net); operating common word processing applications; operating a variety of modern office equipment including computer hardware and all applicable software; grammar, punctuation, composition, spelling, math, and interpersonal relations; taking shorthand as required by the positions.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: manage an office; assign, monitor and evaluate the work of others; understand and

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interpret county and departmental policies and procedures; efficiently organize and complete own work while supervising and training others; solve problems and make decisions in the absence of department administrators; compose correspondence and reports; maintain confidentiality; perform detailed and complex analysis and prepare reports; effectively organize projects; establish and maintain effective working relationships with supervisors, employees, other agencies and the general public, communicate effectively (orally and in writing), follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***