



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Office Manager</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Presiding Commissioner</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>County Commission</u>	<b>JOB CODE:</b> 602	

### **DEFINITIONS:**

With general supervision, supervises office staff in performing clerical and secretarial duties, assigns and reviews work, prepares and maintains schedules, purchases supplies, maintains budget records and ensures high quality customer service to departments and the public.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Determines work procedures; prepares work schedules and expedites workflow for the office; issues written and oral instructions to office employees; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Acts as Liaison with the Community Services Advisory Commission by attending monthly meetings and agency hearing and allocation meetings; provides information to the Office of Community Services.

Processes contracts and payments for cooperative services and contribution contracts; prepares monthly and quarterly payment requisitions; processes payments for the County Commission, County Association Dues, Public Defender, and Animal Control.

Maintains a database of expenditures; prepares reports relating to budget expenditures; maintains expenditures records; conducts research and studies for the County; researches the availability of grants for the County; prepares biweekly payroll information for County Commission staff; prepares preliminary budget for Commissioner's Office; studies and standardizes procedures to improve efficiency of subordinates.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of standard office practices, record keeping, office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Good knowledge of Boone County purchasing guidelines.
5. Skill in supervising office staff, and in organizing, scheduling and reviewing work.
6. Skill in the use of a personal computer.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and three years secretarial/office management experience; ability to type 60 wpm; one year supervisory experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)