

OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management and statistical record-keeping/reporting. Work is performed in accordance with policies and objectives outlined by the executive with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of policies and procedures for the administration of various agency programs;
Plans and supervises the collection, tabulation and analysis of statistical and financial data;
Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;
Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
Secures budget estimates from agency units and may prepare preliminary draft of budget request;
Supervises and expedites the preparation of records and reports;
Reviews incoming mail and answers general correspondence;
Participates in professional conference and training programs;
Monitors expenditures to maintain budgetary control;
Maintains contacts with agency units and other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;
Supervises assigned clerical staff;
May complete performance evaluations on clerical staff;
Performs related work necessary for the efficient execution of administrative functions of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the organization, functions, policies and regulations of the agency to which assigned;
Skill in the use of a personal computer and software applications used by the department;

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Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan, assign and review the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to perform, close detail work involving considerable visual effort and strain;
Good judgment in solving complex clerical and administrative problems.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in an office management or senior level clerical position; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree and three years experience in office management or senior level clerical position; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience in an office management or senior level clerical position; OR
- D) Any equivalent combination of training and experience as defined by the limits of A), B) and C) above.

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COMPETITIVE