



## Job Classification Description

**OFFICE MANAGER**  
**Non-Bargaining Unit**

**Grade 9**  
**Non-Exempt**

### **BASIC FUNCTION**

To oversee general office operations, and to perform a wide variety of clerical and administrative tasks for a College department/program.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee and carry out various day-to-day departmental administrative functions.
- Supervise one to several regular office personnel:
- Interview and advise on hiring; train new employees;
- Plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with unusual or difficult tasks; assist with/carry out performance evaluation; bring special personnel problems to attention of department director; plan staffing needs and work schedules.
- Supervise additional temporary help and/or work study students.
- Coordinate, initiate, prepare, process, and/or monitor various financial/administrative/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by other department/College personnel and/or outside individuals/organizations.
- Organize and maintain various departmental files and records, frequently involving cross filing/cross reference systems.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develop and maintain various logs and other manual recordkeeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or others.
- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets, capital budgets, special accounts, and the like; monitor financial activity; organize and maintain financial records; prepare related reports.
- Serve as administrative liaison with students, faculty, staff, parents, alumni, vendors, and/or other key department constituency: explain policies/ procedures;

- Answer various questions; coordinate services; handle special requests or problems.
- Perform other specialized or technical administrative tasks related to the department's primary function.
- Confer regularly with immediate supervisor, other department and College personnel, and/or various outside individuals/organizations to plan and coordinate activities, exchange information, resolve problems, and the like.
- Assist with general office work: answer phones and perform reception duties; type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; set up meetings; photocopy; screen and distribute mail; and the like.
- Perform related duties as assigned.

#### **SUPERVISION RECEIVED**

Minimal supervision is received from a department director or senior administrator.

#### **SUPERVISION EXERCISED**

Functional and partial to full administrative supervision of one to several employees.

#### **MINIMUM QUALIFICATIONS**

Associates degree in business or other appropriate discipline, plus three to four years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical and office management knowledge and skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience may be desirable.
- Good basic supervisory skills; some previous supervisory experience desirable.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**