

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 08/29/07

OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform highly difficult, complex and responsible office work for a department head. The work of employees in this class is distinguished by the level of responsibility involved for independently performing complex clerical operations and for relieving the department head of various administrative details. This position involves independent judgment regarding policies and practices and in planning office activities. Primary responsibilities of this position are to manage the office's support staff and to prepare and maintain the department's annual budget. The duties involve public contact and work of a confidential nature. Work is performed under general direction of the department head. Supervision is exercised over all subordinate clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as an executive assistant to the department head including, but not limited to, maintaining supervisor's schedule, written and oral correspondence with the public, community and/or law enforcement agencies, as well as all related departments;

Prepares and maintains the department's annual budget including, but not limited to, voucher reports, account balance reports, grants, budgetary transfers, and Board of Legislators letters requesting fund transfers and/or supplemental appropriations;

Prepares all invoices for payment and all purchase orders;

Assigns job duties and supervises clerical staff to include revising and developing improved work procedures and policies as well as receiving and reviewing clerical complaints and assign necessary follow-up actions;

Conducts annual performance reviews of subordinate clerical staff;

Greets and provides information and assistance to the general public as well as all related departments and law enforcement personnel;

Prepares and submits all personnel transactions and payroll;

Establishes and maintains the department's personnel files;

Prepares and maintains Board of Legislators Communications; and

May provide general supervision of interns and maintains their personnel files.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of management, office terminology, procedures and equipment; good knowledge of business arithmetic; good knowledge of functions and operations of an office; working knowledge of finance, personnel, purchasing and budgeting; ability to handle routine administrative details independently; ability to deal effectively and courteously with the public; ability to supervise and review the work of others; ability to work well with others and to secure their cooperation; ability to communicate effectively both orally and in writing; sound judgment; confidentiality; tact and courtesy; accuracy; initiative; resourcefulness.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications or a related field **AND** ten (10) years of experience in the performance of office and clerical tasks, which shall have involved typing/keyboarding, two (2) years of which include supervisory experience in said department; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** twelve (12) years of experience as defined in (A) above, two (2) year of which include supervisory experience in said department.

NOTES:

1. Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

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