

State College Borough

Office Manager

Job Description



REPORTS TO: Public Works & Planning Directors

DEPARTMENT: Planning, Public Works and Health/Neighborhood Services

ROLE & LEVEL: A5

FLSA STATUS: Exempt

WORK OBJECTIVE:

The Office Manager provides administrative assistance and manages and directs the secretarial services for the Planning, Public Works, and Health/Neighborhood Services departments. Position requires a complete understanding and wide application of principles, theories, and concepts in the assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the preparation of correspondence, reports, agendas, and minutes as requested by department directors and other staff members
- Assigns and monitors clerical, administrative and secretarial responsibilities and tasks among office staff by allocating available resources to enable successful task performance
- Manages the secretarial coverage of meetings to include recording of minutes, preparation and distribution of agendas, legal notices, advertisements, scheduling, meeting room set-up, etc. for the various authorities, boards and commissions of the Borough; fills in to cover meetings when needed or any other meetings, training sessions or presentations as needed
- Attends meetings and takes minutes for various authorities, boards and commissions of the Borough; prepares for meetings by notifying members, ordering lunches if necessary, and preparing and distributing agendas and related information in advance of the meetings; schedules and sets up meeting rooms
- Reviews agendas, legal notices and minutes or any other correspondence prepared by the staff for accuracy before posting or mailing
- Performs various duties for the Public Works Department to include overseeing bid packages, contracts, correspondence, and filing
- Attends bid openings for new projects; records bids received; prepares bid tabulation of bids received
- Approves and prepares batches for payments received in the enterprise resource planning (ERP) system for delivery to the Finance Department for deposit; codes and

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prepares payments received that are not processed through the ERP system for delivery to the Finance Department for deposit

- Prepares new accounts for business licenses; posts adjustments and generates violations when needed for the Neighborhood Services Department in the ERP system
- Implements procedural and policy changes to improve operational efficiency
- Approves and maintains attendance and time records for various personnel
- Directs the maintenance of documents and electronic records
- Covers for staff during absences and assists where need with large projects or backlog

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office procedures and methods, including filing and electronic record keeping
- Knowledge of accounting, data and administrative management practices and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and enterprise resource planning (ERP) financial software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize documents, information, data, and materials and retrieve them readily as needed
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate and supervise effectively

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years' experience in office support operations; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business administration or related field

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Some tasks require manual dexterity. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date