# Office Manager

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 08/04**

**Job Summary:** Performs a wide variety of complex administrative, clerical, and fiscal tasks to facilitate the efficient and effective operations of the assigned department; performs other duties as assigned.

**Essential Functions:**

1. Supervises, coordinates, and monitors the work of other administrative, clerical, and/or fiscal staff;
2. Provides administrative support to the department director, including but not limited to sensitive personnel matters, departmental projects, and County Commissioner action item requests;
3. Serves as a liaison for the Department, maintaining frequent contact with the general public, elected officials, and other County agencies/departments;
4. Ensures internal support services for assigned department through data processing, inventory, financial, and secretarial tasks;
5. May:

* maintain personnel records; prepare timesheets and other relevant payroll functions;
* process travel and training requests;
* initiate performance evaluations for clerical staff;
* draft/review legal documents (e.g. resolutions, construction easements, etc.) to ensure compliance with established policies;
* conduct interviews, hire clerical staff, and train new staff when directed;

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Ability to read and comprehend relevant documents associated with department operations;
5. Ability to effectively communicate with other staff members;
6. Ability to supervise, schedule, monitor, and evaluate the work of assigned staff;
7. Ability to prioritize and multitask;
8. Ability to complete assigned tasks accurately and in a timely fashion;
9. Ability to use available resources to research information;
10. Ability to prepare and maintain accurate records;
11. Ability to operate relevant computer systems, including hardware and software, and simple office machines.

**Education and Experience:**

1. Associates degree;
2. Two or more years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date