

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Office Manager
Division: Administration Office
Department: County Manager

Effective Date: 8/1/19
Last Revised: 8/1/19

GENERAL PURPOSE:

Works under the general supervision of the County Manager. Performs a variety of complex and confidential administrative and support functions including: supervision and coordination of office staff. Plans, organizes, and oversees the operations and functions of the Administrative Office, including publicly funded programs, volunteer programs, and senior services.

SUPERVISION RECEIVED:

Works under the general supervision of the County Manager.

SUPERVISION EXERCISED:

Supervises other County Manager's Administrative Staff. Oversees office and staff functionality. Recommends and develops process/procedure improvements, policies, and precedents to the County Manager for the enforcement of departmental and county guidelines and policies.

ESSENTIAL FUNCTIONS:

Provides administrative support for the Manager. Determines workload and delegates assignments, monitors and evaluates performance. Guides staff on informational, administrative, personnel, organizational, and budgetary matters including research, compilation and organization of information.

Works closely with the Manager and Council Chair in preparing the agenda, and organizing materials for Council packets.

Conducts research of information, records, and files. Composes letters, memos, and other correspondence of general, personal, or confidential nature. May attend various Council and board meetings.

Schedules and arranges transportation for seniors including social activities, trips to and from grocery stores, pharmacies, and limited medical appointments.

Responds to central telephone directing calls to proper department or staff member. Organizes and maintains various file and record systems needed to manage documents and correspondence. Reviews work in progress to assure accuracy, quality, and timely completion.

Coordinates and directs county volunteer programs for various commissions and boards. Prepares notices of vacancies for advertising, maintains current member information, including information shared on website and online recognition program for various commissions and boards.

Attends grant training, researches new funding opportunities, and determines needs and funding sources. Prepares grant applications and presentations. Handles reports, billing, and requests for payments, and all other monitoring requirements associated with grant and County activities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

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