

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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Albert A Gayle



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Table of Contents Leave Manual Revised 1 Blm The Bureau Of Land Management

1. Understanding the eBook Leave Manual Revised 1 Blm The Bureau Of Land Management
 - The Rise of Digital Reading Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Advantages of eBooks Over Traditional Books
2. Identifying Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Leave Manual Revised 1 Blm The Bureau Of Land Management
 - User-Friendly Interface
4. Exploring eBook Recommendations from Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Personalized Recommendations
 - Leave Manual Revised 1 Blm The Bureau Of Land Management User Reviews and Ratings
 - Leave Manual Revised 1 Blm The Bureau Of Land Management and Bestseller Lists
5. Accessing Leave Manual Revised 1 Blm The Bureau Of Land Management Free and Paid eBooks

- Leave Manual Revised 1 Blm The Bureau Of Land Management Public Domain eBooks
- Leave Manual Revised 1 Blm The Bureau Of Land Management eBook Subscription Services
- Leave Manual Revised 1 Blm The Bureau Of Land Management Budget-Friendly Options
- 6. Navigating Leave Manual Revised 1 Blm The Bureau Of Land Management eBook Formats
 - ePub, PDF, MOBI, and More
 - Leave Manual Revised 1 Blm The Bureau Of Land Management Compatibility with Devices
 - Leave Manual Revised 1 Blm The Bureau Of Land Management Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Highlighting and Note-Taking Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Interactive Elements Leave Manual Revised 1 Blm The Bureau Of Land Management
- 8. Staying Engaged with Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Leave Manual Revised 1 Blm The Bureau Of Land Management
- 9. Balancing eBooks and Physical Books Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Leave Manual Revised 1 Blm The Bureau Of Land Management
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Setting Reading Goals Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Fact-Checking eBook Content of Leave Manual Revised 1 Blm The Bureau Of Land Management
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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