

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Office Manager 2	<u>CLASS NUMBER:</u> 10204	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Administrative Officer (Varies)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Office Manager 2 classification is to manage and supervise an assigned support staff to ensure that the overall expectations of the agency and assigned area are met and maintained on a daily basis while providing exemplary customer service to external and internal customers.

JOB DUTIES:

Provide direct supervision to clerical support personnel including training staff, assigning tasks, monitoring task completion and quality of work, evaluating staff performance, developing corrective action plans. Make recommendations on hiring, issuing discipline including termination of employment, and on pay for performance raises. Develop, implement, and monitor necessary procedures to accomplish the work of the clerical support unit including application screening and application assignment to the TCM units, all Reception Desk routing and assignment of center visitors, maintaining case record filing system ensuring integrity of audit trails, providing direct customer service through the centralized phone information system, processing all case transfers in and out of the Center, sorting and distributing all enter mail, ordering and distributing all office supplies and forms, receiving and accounting for monthly pay-ins from participants.

Provide supervision and training to Work Experience Program (WEP) participants. Organize, plan, attend and/or conduct meetings. Approve timesheets, leave forms and requests. Investigate problem situations. Provide information to questions from staff, general public and/or outside agencies. Determine resources necessary to accomplish unit objectives while also monitoring necessary procedures to accomplish work goals of the clerical support team.

Compile and evaluate unit operating reports to monitor worker performance and assist in determining appropriate staffing levels. Conduct individual worker Maintain regular and predictable attendance. Conferences and group meetings to instruct and share information. Maintain adequate inventory of office supplies and work forms. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; management; employee training and development; supervision; office management, agency policy and procedures. Skill in word processing; typing; equipment operation. Ability to reasoning define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in business administration or related field with three (3) years office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date