

**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> Office on Aging	<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> 110002
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Home Repair Manager (110028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

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:

Manage performance objectives in conjunction with agency indicators. Direct and assign work to assigned staff. Develop and implements routine procedures and workflow in assigned support area. Initiate and reevaluate unit policies and procedures. Identify problems and determines solutions. Coordinate activities. Ensure adherence to established policies and procedures. Organize, plan, attend, and/or conduct meetings. Approve timesheets, leave forms, and requests. Investigate problems and situations. Provide information to questions from staff, general public, and/or outside agencies. Determine resources necessary to accomplish unit objectives.

Compile and evaluate unit operating reports to monitor employee performance and assist in determining appropriate staffing levels. Conduct individual worker conferences and group meetings to instruct and share information. Identify problems and determines solutions. 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 Home Inspector team. Develop, implement, and monitor necessary procedures to accomplish the work of the Home Inspector team including application screening and application assignment to the Home Repair Inspectors, maintaining case record filing systems ensuring integrity of audit trails, sorting and distributing all receiving mail, ordering and distributing all office supplies and forms, receiving and accounting for monthly pay-ins from participants..

Make recommendations on hiring, issuing disciplines including termination of employment. Prepare weekly and monthly reports and performance evaluations. Maintain adequate inventory of office supplies and work forms. Provide direct customer service through the centralized phone information system. 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 typing, word processing and 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; resolve complaints from angry citizens and government official.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in business administration or related field with three (3) years office administration or clerical 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