Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Office Manager 1	**CLASS NUMBER**: 10203	**FLSA**: Non-Exempt
AGENCY/DIVISION: Public Facilities Management	**JOB TYPE**: Full Time, Classified	**PROBATION PERIOD**: 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE**: N9	**POSITION CONTROL #**: 032200
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE**: Monday – Friday 7:30 AM – 4:30 PM	**SUPERVISOR (PCN)**: Assistant Director, Administration (032000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Receptionist (032201) Telephone Operator (032204) Support Service Clerk (032202, 032203)		

CLASSIFICATION PURPOSE:
The primary purpose of the Office Manager 1 classification is to supervise an assigned staff to ensure compliance with established policies and procedures.

JOB DUTIES:
Supervise staff and coordinate the work flow and assignments of staff that perform clerical functions. Participate in the hiring process, evaluate staff, assign work, and reward and/or discipline staff as needed. Oversee and assign meeting room areas and mail distribution. Oversee and manage office records and files. Draft and type written correspondence as assigned by supervisor and prepare statistical documents, management reports, and other reports as needed. Review staff paperwork, suggest process improvements to staff and supervisor, and review and approve leave requests. Check staff work for accuracy. Oversee and provide direction on department records retention program. Provide technical assistance to managers on special programs or assignments. Serve as liaison between department and other agencies. Represent the department in meetings and on internal/external office and staff committees. Provide training to new employees and update or train current staff in new agency policies and procedures. 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; employee training and development; supervision; office practices and procedures; interviewing. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work area.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of office administration or clerical experience.

Additional Requirements
No special license or certification is required.

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

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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date:_____