

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
135 NE HERNANDO AVENUE #203
EMPLOYMENT OPPORTUNITY**

POSITION TITLE: OFFICE MANAGER – BOCC ADMINISTRATION

MAJOR FUNCTION:

This is responsible, supervisory and advanced clerical work assisting the Department Head in the coordination of administrative tasks and/or assignments which are complex in nature and very broad in objective with integration of diverse functions. Work governed generally by broad instructions, objectives and policies, and usually involves frequently changing conditions and problems. Requires judgment to apply factual background and fundamental principles in developing approaches and techniques for the solution of problems.

ESSENTIAL FUNCTIONS:

Assists in conducting daily administrative activities and/or directing special projects or activities.

Compiles and analyzes data for administrative decisions.

Monitors departmental expenditures. Assists Department Head in preparing department budget.

Supervises other clerical employees in the Department's unit.

Processes a variety of correspondence. Investigates subject matter and prepares replies.

Performs special assignments, research and report preparation.

Responsible for personnel management and payroll preparation, which includes all aspects of day-to-day personnel management and staff performance evaluation.

Assists and supports Management's Collective Bargaining Team, including confidential preparations.

Assists in handling and resolving grievances as necessary.

Serves public by answering inquiries and furnishing information pertinent to Department operation through knowledge of Department regulations and procedures.

Responsible for bookkeeping including payment of invoices, payroll preparation, time sheets, and maintenance of office budget.

Coordinates vacations and work schedules. Responsible for the filing of various documents in accordance with established procedures, systems and routines; maintains office records relating to accounts, inventories, time and attendance records, payroll, etc.

NON-ESSENTIAL FUNCTIONS:

Performs related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

SALARY: \$14.35 per hour plus benefits

DEADLINE FOR RECEIVING APPLICATIONS: Open Until Filled

Each applicant is required to submit a completed County Application for Employment. Successful applicant must be able to pass a pre-employment physical and drug screening. Applications should be submitted to:

Human Resources Office
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
Post Office Box 1529
LAKE CITY, FLORIDA 32056-1529
(386)719-2025; TDD (386)758-2139
AN EEO/AA/VP/ADA EMPLOYER

OFFICE MANAGER
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WORK ENVIRONMENT:

Usual office type working conditions and general field work with outdoor exposure.

TRAINING AND EXPERIENCE:

Minimum Experience: High school graduate or G.E.D. supplemented by office skills training plus four (4) years of progressively responsible experience in administrative work; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative principles and practices.

Knowledge of supervisory principles and practices.

Knowledge of office procedures and practices.

Ability to work under general direction and infrequent supervision, planning details of procedure and methods to attain definite objectives.

Ability to make decisions within broad limitations of policies and within accepted standards.

Ability to prepare correspondence and administrative reports.

Ability to plan, organize and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

Ability to deal tactfully and courteously with the public.

Skill in the operation of a personal computer (PC) and standard business machines including a typewriter, copies, calculator, copier and FAX.

Skill in organizing workflow and coordinating activities.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without hearing aid)

Ability to communicate both orally and in writing.

Ability to enter data at a prescribed rate of speed.

Ability to access file cabinets for filing and retrieval of data.

Ability to sit at a desk and view a display screen for extended periods of time.

Lifting up to 25 pounds.

Walking, standing, kneeling, bending, stooping

Manual dexterity required to operate office equipment.

Oral and written communications.

PROFESSIONAL LICENSES:

Valid Florida driver's license.

Columbia County residency required within six months of date of employment.