

Office Manager - Administration

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work supporting the County Board and Administrator; assisting with personnel related issues; maintaining files, records and supplies, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides confidential/administrative support the County Board and Administrator and other departments as directed.
- Prepares reports, agendas, minutes, correspondence and reports.
- Greets and assists residents and employees both over the phone and in person; provides back-up support to the Receptionist as required; responds to requests for information on County policies and procedures.
- Assists Human Resources with the hiring process; maintains personnel files; disseminates information in accordance with the Minnesota Data Practices Act.
- Assists Human Resources with benefit administration for county employees.
- Maintains physical and electronic files for Administration; determines retention periods for archives or destruction.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of billing practices; general knowledge of budget reports and Minnesota statutes; comprehensive knowledge of agenda and minute preparation; comprehensive knowledge of insurance benefit plans; comprehensive knowledge of correspondence preparation; comprehensive knowledge of standard office equipment and software; general knowledge of financial packages and web creation software.

Education and Experience

High school diploma or GED with coursework in office administration, or related field and moderate experience in a high level clerical position, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.