

Office Manager-HHS

Dept/Div: HHS

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work providing administrative support services for the HHS Department, authorizes purchases, completes vouchers and purchase orders, and related work as apparent or assigned. Work is performed under the limited supervision of the Health and Human Services Director. Limited oversight is exercised over the department.

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

- Performs confidential duties and assists in the day to day workload of the Director and Supervisors. Screens Director's mail, route incoming mail to appropriate staff and acts as resource for DHS Bulletins.
- Assists management in filling vacancies and the hiring process for new employees, complete appropriate paperwork to Merit System for new and current staff, and maintains personnel files.
- Purchases and authorizes the payment for supplies and office equipment for four HHS sites, maintains supply inventory at all sites, and monitors the use of credit cards.
- Coordinates agendas with the Director for Management Team, Meth Task Force, All Staff, and Health & Human Service Advisory Committee meetings as well as takes minutes and follows up with appropriate actions. Prepares requests for County Board actions.
- Proposes forms, prepares reports and assists in the drafting and revisions of department policies.
- Manages the administrative contract file, types new and renewed contracts, and contacts vendors as needed as well as provides Management Team with suggested changes as needed. Researches information in labor and professional contracts.
- Maintains office machines and develops operating procedures for office machines, troubleshoots machines, and acts as contact person for vendors. Maintains policy and procedures for six County vehicles within HHS Department.
- Acts as resource for the public, County employees, etc., acts as contact person for issues at three building sites, and assists in the training of new management and line staff.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and administrative policies and practices, including confidential policies; comprehensive knowledge of the State Merit System; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on matters and to perform office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages ability to operate standard office equipment and applicable software packages; ability to communicate effectively, both orally and in writing; ability to establish and maintain public relations, effective working relationships with associates and the public.

Education and Experience

High school diploma or GED and moderate experience in office management, administrative support, office procedures, practices and equipment, knowledge of human services, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires walking and climbing or balancing and occasionally requires standing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.