

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Office Manager	<i>Pay Grade:</i>	EAP-8
<i>Department:</i>	City Clerk	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Administrative Building	<i>Reports to Position:</i>	City Clerk and City Manager
<i>Effective Date:</i>	January 30, 2018		

## JOB SUMMARY

Under general supervision, analyzes operating practices and revises as necessary to promote efficiency, performs routine and non-routine administrative tasks and serves as resource person to provide information regarding policies of the City Clerk and City Manager offices. Provides administrative support for City Clerk and City Manager to include preparing and distributing correspondence, proofreading documents, filing, faxing and copying. Work with members of the public, council members, other administrators and departments and other local authorities with issues pertaining to the City Clerk or City Manager office.

## ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Analyze operating procedures such as filing, document productions, purchasing and payroll and revise as necessary to promote efficiency
- Serve as a resource person regarding policies, procedures, practices and rules regarding the City Clerk and City Manager offices
- Interact with department heads, elected officials and the general public in responding to inquiries, receiving complaints and claims against the City.

- Answer multi line telephone and directs calls, provides information or takes messages as necessary
- Contact vendors and schedules services for the City Clerk and City Manager offices
- Orders necessary materials and supplies for the City Clerk and City Manager offices
- Assist with the compilation of information for council agendas to include preparation of resolutions and ordinances; attendance and reporting of council meetings; transcription of meeting minutes
- Assist in the maintenance and research of City archives including request from public officials and private citizens for records research and history
- Assist with municipal elections
- Maintain various files to include letters, faxes, legal advertisements, proofs of publication, newspaper clippings related to City affairs and other correspondence
- Drafts and prepares letters, memorandums or other correspondence as requested
- Troubleshoot minor equipment malfunctions if possible or contact vendor for servicing
- Assist with preparing payment request of monthly departmental invoices

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education/Training**

High School Diploma or GED required, Bachelor's degree preferred

#### **Experience**

Four years of training/experience working in office administration

#### **Licenses or Certifications Required**

Valid photo ID required

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

**Knowledge of:**

- Concepts and principals of office administration including procedures, equipment and work methods
- Use, operation and capabilities of various office equipment and machines to include scanners, computers, fax machines and copiers
- Extensive use of Microsoft Office software to include Word, Excel, PowerPoint and Access

**Ability to:**

- Perform simple math calculations to perform financial calculations
- Comprehend moderately complex administrative material
- Compose comprehensive and grammatically accurate correspondence, forms or other reports
- Establish and maintain effective working relationships with City staff and the general public
- Work with minimal supervision, referring questionable cases to supervisor
- Handle sensitive or confidential information discreetly
- Multitask and be detail oriented while still meeting deadlines
- Work after hours or on weekends as requested/scheduled
- Travel overnight to attend meetings, training or other activities

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Work location will primarily be in a standard office setting

**Physical Demands:** See accompanying page for details

**Key Working Relationship:** City Clerk, City Manager, Elected Officials, Department Heads and the General Public

# APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

City Clerk  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – OFFICE MANAGER – CITY CLERK’S OFFICE

**Rare**                      **Occasional**                      **Frequent**                      **Continuous**  
**0%-10%**                      **11%-33%**                      **34%-66%**                      **67%-100%**  
**of the time**                      **of the time**                      **of the time**                      **of the time**

**Rare**                      **Occasional**                      **Frequent**                      **Continuous**  
**0%-10%**                      **11%-33%**                      **34%-66%**                      **67%-100%**  
**of the time**                      **of the time**                      **of the time**                      **of the time**

LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	4	8
Stand	1	1
Walk	1	1

**Additional Considerations (including clarification of any of the above)**

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	