



JOB DESCRIPTION

TITLE: Office Manager
DEPARTMENT: Community Development Department
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 04/13/2018

POSITION SUMMARY

The Community Development Department Office Manager supports and assists the Community Development Department Director, Senior Planner and Chief Building Official providing advanced administrative and clerical support. The incumbent must be able to work independently, effectively understand and implement instructions and take initiative when appropriate and necessary.

ESSENTIAL FUNCTIONS:

- Provides advanced administrative and clerical support to the Community Development Department Director, Senior Planner and Chief Building Official.
- Schedules appointments, makes reservations and arranges conferences and meetings.
- Handles various, specially assigned administrative activities as designated by the Director including facilitating projects, programs, research, or report preparation.
- Establishes work or project priorities and assigns workload responsibilities; assures timely completion of projects.
- Administers the Department's software programs.
- Prepares correspondence, reports, agendas, studies, and grants as directed.
- Establishes and/or maintains filing systems, control records and indexes.
- Researches and processes GRAMA requests as needed.
- Obtains, researches and maintains pertinent information as required.
- Assists the various divisions in preparing and tracking their budgets.
- Performs all accounts payable and accounts receivable functions within the Department.
- Responsible for tracking of employee uniform allowances if applicable.
- Responsible for the preparation of materials to be used for items on the agendas for upcoming meetings.
- Deals with customers, contractors, and members of the public on a routine basis.
- Performs public relations functions with members of the public by receiving callers and walk-in guests, directing them to the proper contact, answering routine questions, and resolving problems accurately and effectively.
- Performs general staff assistance to various divisions of the operation as necessary.



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- Establishes work schedules, and provides training, supervision and direction to other administrative staff.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Two years of post high school specialized training or an Associate degree, plus five (5) years of experience performing above or related administrative support duties. Previous municipal government experience in a similar position is desirable. Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of modern office practices and procedures; thorough knowledge of grammar, spelling and punctuation.
2. Skill in transcribing dictation and operating word processing equipment; skill in operation of other office equipment typical to an office setting. Skill in organizing and maintaining filing systems.
3. Exercise initiative, independent judgment and to act resourcefully under varying conditions.
4. Ability to use Microsoft Office Suite and be proficient in Word, Excel, Outlook, and Power Point.
5. Communicate effectively, verbally and in writing. Independently prepare routine correspondence.
6. Possess exceptional interpersonal skills and project a professional appearance and demeanor with the public.
7. Use correct English usage, spelling, vocabulary, clerical and general office practices, procedures and equipment.
8. Read and understand complex documents and route to responsible respondents. Ability to maintain effective working relationships with supervisors, fellow employees, general public and municipal officials.
9. Working knowledge of municipal government and operation of the Community Development Department.
10. Establish and maintain comprehensive records and files.
11. Hold a current Utah Drivers License.

WORKING CONDITIONS AND PHYSICAL DEMANDS:



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Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. Works with computers and other electronic tools in accomplishing tasks. Occasionally lift or otherwise move objects weighing up to 25 pounds; drives a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor.

This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.