



JOB DESCRIPTION

TITLE: Office Manager
DEPARTMENT: Public Works – Engineering Division
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 5/25/21

POSITION SUMMARY

The position works under the direction of the Public Works Director/City Engineer and is responsible for a variety of administrative duties, including the coordination of matters pertaining to the Engineering Division. Must be proficient using a computer and be able to learn specialized software programs easily. Must have experience working independently and establishing work and project priorities. In addition, this position will process development applications, bonds and permits and assist in tracking the Engineering Division's projects.

ESSENTIAL FUNCTIONS:

- Assists the Engineering Division with issuing and tracking permits, collecting and tracking security agreements (bonds), billings, budgets, project filing and other functions as required.
- Assists the public by answering questions regarding development applications, city projects, administrative procedures and policies and directing visitors to the appropriate personnel.
- Helps create annual Engineering Division budgets and tracks expenses and invoices.
- Tracks budgets (including funding sources) and timelines for the city's capital improvement projects.
- Receives applications, reports, plats, drawings and other documents related to development within the City and distributes documents assigned to engineers for review.
- Creates files for each development application and maintains the files until the project is complete.
- Directs phone calls to appropriate Engineering personnel.
- Schedules meetings for division as needed.
- Attends meetings as required.
- Promotes a high level of customer service and good public relations.
- Assigns workload responsibilities to administrative assistant
- All other duties and responsibilities as required.



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MINIMUM QUALIFICATIONS:

- Must have high school diploma or G.E.D. equivalent and two years of post-high school specialized training or associate degree. Five years of administrative or office management experience, with at least two years performing advanced administrative functions related to accounting, finance or records management (such as legal secretary, grant coordinator, budget analyst) are preferred; or combination of education and experience.
- Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Quick learner – Ability to learn essential job functions (listed above) quickly
2. Strong ability to be resourceful and proactive in resolving issues (being assertive)
3. Ability to work with and provide great customer service to the public
4. Exceptional interpersonal skills demonstrating the confidence to create and nurture relationships
5. Must have experience working independently, establishing work or project priorities and assigning workload responsibilities
6. Ability to communicate effectively with the public and others under potentially adverse circumstances.
7. Ability to accomplish duties in a timely manner.
8. Type letters or correspondence
9. Ability to use Adobe, Microsoft Office Suite and be proficient in Word, and Excel.
10. Skill in organizing and maintaining filing systems.
11. Prepare purchasing requisitions
12. Able to handle confrontational situations and make sound decisions.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints. Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, sitting for long periods of time, standing for long periods of time and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle.



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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.