

OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

Performs varied entry-level administrative work that includes responsibility for the day-to-day operations of an office in a department, division, or agency. Duties include assuring that the office work flows smoothly, and the performance of special tasks assigned by the administrative staff. Work is performed under the general supervision of a higher-level administrator. Supervision over others is exercised in the areas of benefit time and work flow and may extend to cover the quality of work produced.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Supervises and participates in the preparation of payrolls, tax reports, and fiscal reports;
2. Supervises and participates in the preparation and maintenance of departmental records and archives;
3. Maintains control of the department's fixed assets, i.e. furniture and equipment;
4. Supervises the purchasing and inventory of departmental office supplies;
5. May oversee the purchasing function for all the needs of a department or several departments;
6. Assists in the preparation of annual budgets; maintains budget accounts;
7. May prepare the specifications for the purchase of vehicles and equipment and accept bids;
8. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
9. Operates calculator, computer and other related office machines;
10. Contacts vendors or other agencies to obtain additional information;
11. May perform special projects such as researching records, determining workflow and priorities and cost studies;
12. May submit or supervise the submission of reimbursement vouchers to New York State or other entities;
13. May interview prospective employees and make recommendations for selection.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices necessary for interacting with staff, vendors, and the public, expediting office workflow, filing and retrieving information and compiling and analyzing information;

Knowledge of software packages for word processing to produce memos and letters and for spreadsheets and database management to produce a variety of reports and financial spreadsheets;

Knowledge of account keeping principles and practices as they apply to classifying financial transactions, maintaining, reconciling, and closing accounts;

Ability to act independently in carrying out the daily functions of an office or program;

Ability to establish and maintain effective working relationships with others;

Ability to gather, compile and evaluate information and records, prepare reports, and make recommendations based on an analysis of data collected;

Ability to train employees in office procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

OFFICE MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree including or supplemented by six (6) standard credit hours in accounting;

- OR: (B) Four (4) years of full-time paid work experience maintaining financial accounts and records;

- OR: (C) An equivalent combination of education, training & experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Town of East Fishkill: Based on location of assignment, appointing authority requires a candidate to be a Certified Code Enforcement Official at the time of appointment.

ADOPTED:	03/21/78				
REVISED:	02/22/79	05/10/79	11/18/92	08/31/94	04/23/02
	01/15/16	12/18/17			