** County Office Manager**

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| **FLSA**:Exempt | **Bargaining Unit/Contract**:AT-Will | **Reports to**:Dept. Head/or Supervisor |
| **Location**:Bridgeport/Mammoth Lakes | **Salary/Level**:110 | **Position Type**:Full-Time |
| **EEO Category**:1 | **BOS approval Date**:TBD | **Last Revision**:09/2024 |

**About the role**

As an Assistant Director under the direction of the County Department Head or Supervisor, the County Office Manager serves as office manager, and is responsible for all administrative support and organization within the office.

**DISTINGUISHING CHARACTERISTICS**

This is a highly specialized administrative and program support position responsible for planning, organizing, coordinating, and performing administrative management, fiscal support, and/or program operation functions for County Departments. This position may be assigned supervisory responsibilities for the day-to-day direction and oversight of other administrative, fiscal, or intern support staff.

**CLASSIFICATIONS SUPERVISED:**

Office Assistants, Interns, and/or Fiscal & Technical Specialist positions, as assigned.

**EESSENTIAL DUTIES AND RESPONISBILITIES**

* Provides highly specialized administrative management and support for County Departments including**.**
* Under direction preparing contracts, resolutions, ordinances, updates to County Policies and other County documents.
* Preparing agenda items for submission to the County Board of Supervisors.
* Managing the County office internal and external web pages.
* Providing specialized and confidential administrative support.
* Preparing, indexing and maintaining office files.
* Purchasing and maintaining office supplies.
* Assisting with the development and monitoring of office budget and expenditures.
* Making travel arrangements.
* Preparing invoices, reimbursement requests, warrants, receipts, and other items.
* Monitoring on-going fiscal expenditures, revenues, fund transfers, and purchase orders.
* Preparing correspondence, reports, flyers, presentations or other materials.
* Proofreading and formatting documents.
* Drafting cover letters and similar communications.
* Processing mail.
* Posting agendas.
* Answering office phones.
* Preparing office payroll document.
* Taking meeting minutes.
* Performing other tasks as requested to ensure smooth office functioning.

**DESIREABLE QUALIFICATIONS**

**Experience and expertise in:**

* Preparation of standard documents, with supervision.
* Word processing and computer applications, including Microsoft Word, Excel and PowerPoint.
* Business English usage, grammar, spelling, vocabulary and punctuation.
* Filing, indexing and cross-referencing methods.
* Proper telephone etiquette and procedures

Professional office support and/or management

**Ability to:**

* Understand and prepare basic legal documents (e.g., contracts, ordinances and resolutions).
* Manage administrative functions within County Department.
* Identify and correct basic English usage or typographical errors in documents.
* Prepare, index and maintain files.
* Plan, organize and prioritize workload.
* Track expenditures and office budget.
* Deal courteously and professionally with County staff, representatives of other agencies and the public.
* Analyze situations accurately and determine an effective course of action.
* Maintain confidentiality of materials and use discretion in sensitive situations.

Establish and maintain cooperative working relationships

Ability to Learn and Master:

* County software programs and functions such as Novus, Innoprise, OpenGov and Sharepoint.
* Systems, policies and functions of the County Department and Mono County to effectively function within the organization.
* Development and administration of the County Department’s budget.

Necessary Skills and Qualifications:

* Highly developed organizational skills and scrupulous attention to detail.
* Ability to pursue multiple tasks to completion within a specified timeframe.
* Strong follow-through and communication skills.
* Strong analytical and writing skills.
* California driver’s license.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of increasingly responsible experience performing administrative support and/or office management services in a professional office, including a variety of administrative support work and experience in fiscal monitoring and reporting.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand, and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment, with frequent contact with staff and the public.

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