

## OFFICE MANAGER (City of Olean)

DISTINGUISHING FEATURE OF THE CLASS: This is important and responsible work involving planning, assigning and supervising activities within an office of the City. An incumbent is delegated a variety of administrative and managerial duties in conducting agency affairs. The work is performed under the general supervision of the Mayor with considerable leeway allowed for the use of independent judgment. Direct supervision is exercised over the work of subordinate employees. An Office Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Coordinates the operation of the division;
- Acts as liaison for the division with schools, other agencies, and organizations interested in the youth/adults of the community;
- Develops and maintains a budget for the division, office needs, and training needs of the division;
- Submits reports on the division's operation to the Mayor and Common Council as directed;
- Acts as a liaison with other agencies of the City;
- Attends meetings as required on behalf of the division;
- Assists the Mayor in grievance administration at collective bargaining for the employees of the Division;
- Acts as information clerk where a general knowledge of personnel, organization, department activities and established practices are involved;
- Carries out a variety of difficult and complex clerical tasks;
- Gathers and compiles statistical data for various reports;
- Reviews a variety of billings for completeness and accuracy, compare them with departmental records to determine appropriateness and posts them to permanent records; also returns any inappropriate billings to vendors for additional information, clarification, etc.;
- May assign work, records work done and instructs new employees in clerical work, or assigns work for part-time staff;
- Conducts routine correspondence on matters where policies and procedures are well defined, such as booking summer parks, scheduling softball, etc.
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; good knowledge of the principles and modern practices of office management and supervision; good knowledge of the principles and modern practices of account keeping and budget control; ability to gain familiarity with departmental organization, functions, policies, laws, regulations, and procedures; ability to organize and coordinate the work of others; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; good judgment in solving accounting and administrative problems; initiative and resourcefulness; tact and courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five years of experience in maintaining or auditing financial accounts or records.\*

\*NOTE: Graduation from a regionally accredited or New York State registered college or university, with a degree in accounting, business administration, or secretarial science may be substituted for the required experience on a year for year basis with 30 semester credit hours equal to one year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/16/2015