

CLASS TITLE:

OFFICE MANAGER

Class Code: 02590300

Pay Grade: 23A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a large state department, to serve in a responsible capacity to a Director or Associate Director by planning, coordinating, directing and supervising office operations and other administrative support services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work assignments are subject to review for results obtained and conformance to departmental policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a subordinate staff; may exercise functional supervision over other positions in the Office of the Director as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within a large state department, to serve in a responsible capacity to a Director or Associate Director by planning, coordinating, directing and supervising office operations and other administrative support services.

To relieve the Director or Associate Director by supervising such details as: the acceptance of telephone calls, the reception of visitors, the preparation and processing of correspondence, the maintenance of files and records, the collection and dissemination of information, and the transmission of instructions to departmental officials.

To supervise and review the work of a staff engaged in providing various clerical support services required of the office.

To contact division chiefs and other officials for the purpose of obtaining information and recommendations for the planning of programs and policies.

To prepare reports and analyses for the use of the Director or Associate Director in their evaluation of the effectiveness of current programs and policies and/or determining the need for new programs and policies.

To confer with departmental officials for guidance and assistance in the preparation of reports on the application and interpretation of policies, standards and laws.

To analyze, as directed, statutes, rules and regulations and to report thereon to the Director or Associate Director.

To prepare agendas for conferences between the Director or Associate Director and departmental officials.

To gather data on information from a variety of sources relating to the functions of the Department for use of the Director or Associate Director in their preparation of speeches, reports and news releases.

To review all correspondence and departmental mail of office and to distribute or handle such correspondence not requiring superior's immediate attention.

To be responsible for the operational aspects of the office of the Director or Associate Director involving both routine and high level administrative matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of modern office management and the ability to apply this knowledge in coordinating work of a staff

engaged in performing administrative supporting services; the ability to prepare reports and findings, conclusions, and recommendations; the ability to assist the Director or Associate Director in broad areas of departmental policy development, implementation and coordination; the ability to clearly express the views of the Director or Associate Director and the Department as a representative of the Office of the Director; the ability to prepare agendas for various meetings and conferences when directed; the ability to review the department head's correspondence and mail and distribute or handle such correspondence not requiring his immediate attention; the ability to supervise the operational aspects of the Office of the Director involving both routine and high level administrative matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by completion of courses in the principles and practices of office management; and

Experience: Such as may have been gained through: considerable employment as an office manager in an office served by the chief executive of a state department or a large business or corporation with total responsibility for the various office support functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

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