

MAINTENANCE, OPERATIONS AND CONSTRUCTION OFFICE MANAGER

DEFINITION

Under the direction of the Manager of Maintenance, Operations and Construction, to perform complex and responsible secretarial work and relieve the administrator of a variety of administrative and office detail; to coordinate the office operations and clerical services of the department; and to do related work as required.

EXAMPLES OF DUTIES

Serve as secretary and assistant to the manager; receives and screens telephone calls, visitors, and incoming correspondence; maintain calendar; arrange meetings, conferences, workshops, and training sessions; set-up and maintain files; and compose correspondence and other communications. Serve as a resource to employees and the public on interpretation of policies, regulations and operational procedures. Analyze problems and determine priority of work orders, dispatching emergency work orders by radio and/or pager to the appropriate technician and authority; assist with the development of the department budget; monitor department expenditure; assign budget codes and complete fund transfers as necessary; review requisitions for completeness and accuracy; obtain information related to price, service and delivery timelines to ensure fund availability; analyze invoices to ensure that proper materials/services were received and are billed at correct costs; follow-up on delivery of back ordered items. Verifies mileage reimbursement forms and time cards for accuracy and budget codes. Assist in the recruitment and management of department personnel resources; process personnel records and transactions, including personnel evaluations, payroll, and attendance.

QUALIFICATIONS

Knowledge of

Correct English grammar, spelling, and punctuation; modern office methods, procedures and equipment; computer operations/word processing/ spreadsheets; and youth work permit guidelines.

Ability to

Coordinate a variety of different secretarial tasks, determining the relative importance of each; re-schedule and distribute work assignments due to changing priorities; interpret and apply written policies and procedures; learn the operations of a complex department; use independent judgment, initiative, discretion; analyze situations and develop possible solutions; establish and maintain cooperative working relationships; understand and carry out oral and written directions; read and write at a level appropriate to the duties of the position; work independently with little direction; keep complex files and records; screen mail, telephone calls and visitors, maintain confidential files; project needs for office equipment and supplies; make arithmetical computations; and learn office automation applications and skills.

Experience

Four years of progressively general clerical or secretarial experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing, and reaching with hands and arms with occasional walking, and some bending, stooping, squatting and twisting. Lifting of office supplies and other work related material occasionally involved. Weight of materials will vary, but generally be of less than 20 pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: February 13, 2001

Revised: December 10, 2002 effective January 1, 2003

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