



Job Description

TITLE:	<u>Office Manager</u>	JOB CODE:	<u>722</u>
DIVISION:	<u>Administrative</u>	EFF. DATE:	<u>12/2020</u>
DEPARTMENT:	<u>Solid Waste Facility</u>	GRADE:	<u>21, (19 under fill)</u>
EEO CLASS:	<u>Administrative Support</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>Clerical</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs advanced secretarial, clerical and technical duties as needed to expedite the functions, requirements, projects, and work requests of the Solid Waste Department; and performs administrative duties related to the office manager position.

SUPERVISION RECEIVED

Works under the direct supervision and guidance of the Director.

SUPERVISION EXERCISED

Under the direct guidance from the Director, provides supervision over other secretarial staff at the Solid Waste Facility.

DUTIES AND RESPONSIBILITIES

Supervises office functions and limited supervision to secretarial staff, manages office, assigns work to scale staff, trains, checks and reviews work.

Takes direction and acts as private secretary to Director; types correspondence and reports, establishes and maintains filing system and performs specialized clerical work.

Performs administrative duties relating to office management. Manages day-to-day functions of scale house including all aspects of finances, accounting, paying of invoices, billing of customers and other finance-related duties.

Answers telephone and relays messages, greets and routes visitors; resolves complaints or refers individuals to proper officers; responds to a variety of questions.

Orders and distributes office supplies and equipment and responsible for maintaining office equipment. Prepares requisitions and coordinate purchases and invoice.

Gathers and compiles data including budget information; monitors operational budget and assists with annual budget, forms and correspondence; may approve expenditures within departmental guidelines.

Assists in the preparation of department budget; maintains budget records; prepares requisitions, and acts as a collection officer.

Maintains personnel files, prepares timecards, and administers the time keeping system for all employees at the Solid Waste Facility.

Maintains accurate customer account records and comply with the GRAMMA record keeping act.

Maintains detailed records of types and amounts of waste entering the SWF and recycled goods exiting the site.

Performs general bookkeeping and balancing of daily receipts, prepares daily reports.

Prepares and submits annual reports for the facility to the State Division of Solid and Hazardous Waste.

Ability to perform all duties of all clerical employees in the Solid Waste Facility (Secretary I, II & III).

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience

- A. Associate degree in secretarial and/or computer technical courses and four (4) year's experience in office procedures with a demonstrated office manager background including bookkeeping, budgeting and advanced knowledge of Microsoft Word and Excel software applications or other computer software applications.

OR

- B. High school and seven (7) year's experience in office procedures with a demonstrated office manager background including bookkeeping, budgeting and advanced knowledge of Microsoft Word and Excel software applications or other computer software applications.

OR

- C. Any equivalent combination of education and experience

2. Required Knowledge, Skills, & Abilities:

- A. Knowledge of modern office practices and procedures; knowledge of modern bookkeeping practices and procedures; knowledge of interpersonal communication skills and telephone etiquette; knowledge of proper grammar and formal letter writing; knowledge of intermediate accounting; knowledge of computer operation and troubleshooting.
- B. Have an ability to maintain office records and files; ability to compose correspondence; ability to work under pressure; ability to establish and maintain an effective working relationship with employees, other agencies and the public; ability to follow written and verbal instructions; and an ability to communicate effectively, verbally, and in writing.
- C. Have working knowledge of federal and state regulations related to hazardous waste and environmental protection, and knowledge of permitting and management rules of solid waste.
- D. Type with a high degree of accuracy.
- E. Must be bondable. Must possess a valid driver's license.

WORK ENVIRONMENT

Majority of essential functions are performed in a safe inside environment. Overall work environment may be objectionable as impacted by outdoor waste odors, dust, wind, and isolation; physical conditions of workplace expose incumbents to weather extremes, with out the normal indoor climate controls. Occasionally, incumbent of the position performs outdoor physically demanding duties. Tasks require a variety of physical activities, normally involving muscular strain, such as lifting (up to 50 lbs and occasional up to 100 lbs), bending, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Limited travel is essential.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- X thoroughness, planning and organization, neatness and accuracy;
- X learning and knowing all phases of the job; recognizing and solving routine problems;
- X knowing the office policies, systems and services;
- X compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- X being able to perform new duties, adjust to new situations, and control of self under pressure;
- X being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility; making decisions; studying and considering all facts; using common sense;
- X cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means; ability to follow the chain of command;
- X being friendly, helpful and showing self-control;
- X being punctual in attendance; and
- X being appropriate in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this _____ day of _____, 2020.

Department Director

Human Resources

Commissioner

New Employee Certification of Receipt of Position Description	
I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Solid Waste Department.	
Employee's Signature	Date