

JOB DESCRIPTION

Position Title: Office Manager
Department: Office
Starting Pay Grade: 5 (Salary Employee)

General Description of Work

This is a position requiring secretarial and clerical work sometimes complex in nature. Responsible for carrying out general office procedures, and acts in a secretarial capacity to the General Manager, Board Members and other personnel. Attends Board Meetings and takes minutes of Board Meetings. Work is performed with guidance from General Manager, but must be an independent worker.

Duties:

Includes, but not limited to, making bank deposits; posting deposits in computer; responsible for utility billing and adjustments; manages other office employees; deals with public, deals with customers, provides positive public relations and displays positive public conduct; in charge of meter deposits; responsible for water fund, savings accounting, bookkeeping, maintains a record of sick leave; completes time cards for employee's signature, as well as attends board meetings and types minutes; works with federal grants and projects; enters new customers and final billing in computer. Required to work over forty hours per week periodically; required to be on emergency call. Does any additional work that may be required or requested.

Supervised by the General Manager. If a General Manager does not exist, the Office Manager will be supervised by the Board.

Skills, Knowledge and Abilities: Knowledge of routine office procedures, typing, communication skills, telephone skills, computer skills as required; ability to get along with others. Considerable knowledge of Business English, spelling, punctuation, and arithmetic. Knowledge of office practices, procedures and applications with ability to type from clear copy at speed level and within accuracy limits established. Ability to work independently on difficult or complex clerical tasks, with ability to maintain clerical records and prepare accurate reports. Ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems; ability to maintain confidentiality.

Education: High School Diploma; secretarial / bookkeeping degree or equivalent combination of experience required.