

Job Description

Job Title: Office Manager
Department: Administrative Division
Reports To: Assistant Executive Director
FLSA Status: Non-Exempt
Prepared By: HR
Prepared Date: 05/2022

Summary This position will provide day to day office administration, manage the electronic filing system, schedule the receptionists, provide clerical support including document preparation and mail distribution. Will be responsible for all of the necessary functions to assure the office operates efficiently and provides administrative support for the Authority staff. This position will also cross-train at the scalehouse to potentially perform service on an as-needed basis. Other duties may be assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Administer employee insurance benefits and assure compliance with COBRA.
- Maintain and oversee the electronic filing system for the Authority.
- Maintain and update employee handbook and Authority policy manual.
- Schedule the receptionists
- Provide clerical support including document preparation and mail distribution.
- Assure compliance with new labor/employment legislation.
- Purchase administrative supplies and assist in other division procurements.
- Administer petty cash funds-York and HARC locations.
- Review and approve administrative invoices.
- Provide administrative support in areas of tax exemption certificates, credit applications, professional society information, etc.
- Maintain and coordinate Authority insurance information including filing applications
- Oversee Authority credit card use & expenses
- Schedule staff and board conference registrations and travel itinerary as needed.
- Cross-train at the scale house to potentially perform service on an as-needed basis.
- Assist with receptionist duties as needed.
- Other duties, as required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- * **Project Management** - Completes projects on time and budget. Makes best use of work time to complete projects and assignments and able to manage priorities.
- * **Oral Communication** - Listens and gets clarification, in English.
- * **Written Communication** - Able to read and interpret written information.
- * **Teamwork** - Balances team and individual responsibilities;
- * **Organizational Support** - Follows policies and procedures.
- * **Planning/Organizing** - Uses time efficiently, is a self-starter and manifests a proactive approach to all aspects of job responsibilities
- * **Professionalism** - Accepts responsibility for own actions.
- * **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- * **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- * **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

- * **Adaptability** - Adapts to changes in the work environment.
- * **Attendance/Punctuality** - Is consistently at work and on time.
- * **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to additional pre-approved hours of work when necessary to reach goals; Completes tasks on time.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school education; or up to 2+ years' related experience or training; or equivalent combination of education and experience.

Language and Mathematical Skills

Ability to read, speak, hear and write in English and perform basic mathematical computations including addition, subtraction, multiplication and division.

Computer Skills

Proficient with Microsoft Office Suite including Word, Excel, PowerPoint. Ability to utilize email and internet for business needs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and talk or hear. The employee must regularly lift and /or move up to 25 pounds, occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate in the office area and may be loud in the scalehouse.