TITLE: **OFFICE MANAGER**
LEVEL: **M-5 $47,823 - $58,331**
DEPARTMENT: **PLANNING, HOUSING & COMMUNITY DEVELOPMENT**

FUNCTION: Provides a variety of routine and complex clerical, administrative and technical work in the administration of the Housing and Community Development Division.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Planning, Housing & Community Development.

SUPERVISION EXERCISED: Exercises supervision over clerical, temporary and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists Department Head by performing responsible clerical functions, and relaying administrative orders. Assists in processing invoices, purchase orders and reimbursements in the City's MUNIS financial system. Assists with the maintenance of project files, including loan portfolio files that contain all required documentation to comply with HUD requirements.

Assists with financial and reporting requirements of the U.S. Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS or its equivalent).

Assists in the preparation of the Annual Action Plan, CAPER and Consolidated Plan; evaluates work procedures, schedules and work flow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations. Maintains office policy and procedure manuals.

Performs or assists assigned department staff in performing duties; relays errors and complaints to Director; manages and supervises assigned operations to achieve goals within available resources; trains assigned staff; reviews progress and directs changes as needed.

Coordinates all Human Resources activity for the Division including, but not limited to, payroll, benefits, employee documentation, and database of sick time and vacation scheduling.

Identifies, inventories and maintains database on all equipment purchased with Community Development funds, including those associated with public projects as well as administration.

Prepares a variety of studies, reports and related information for decision-making purposes. Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Provides administrative assistance to supervisor in meeting management objectives; assembles background materials, prepares agendas and records action items for various meetings; schedules meetings and arranges accommodations; distributes mail and correspondence to staff.

Prepares drafts of correspondence, presentations, administrative policies, newsletters, etc., as

assigned.

Investigates and follows up on citizen requests for service, complaints and requests for information.

Participates in staff meetings and provides team assistance to the department's efforts in meeting program obligations as may be directed by the supervisor.

Reviews construction contractor compliance and reporting activities including maintaining files for Federal Davis-Bacon wage rate compliance, Debarred Contractor listings, Section 3, MBE/WBE and completing HUD Contractor Activity reports.

Attends seminars and workshops related to the administrative and technical duties and responsibilities. Prepares correspondence and makes reservations and travel arrangements for meetings, seminars and conventions. Serves as a member of interview panels for employee selection.

The above covers the most significant responsibilities of this position. It does not, however exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a college or university with a Bachelor's degree in public administration, political science, human resources, business management or a closely related field, and two years of related experience, or any equivalent combination of education and progressively responsible experience, with additional work experience accounting for the required education on a year-for-year basis.

Necessary Knowledge, Skills and Abilities: Working knowledge of the principles of community development, CDBG and other HUD regulations. Knowledge of IDIS and modern records management techniques. Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Ability to communicate effectively verbally and in writing. Excellent interpersonal skills and demonstrated ability to work independently as well as part of a team. Proficiency with Microsoft Office, Word and Excel is essential. Organizational skills and attention to detail are essential. Ability to prioritize, be thorough, responsive and timely are crucial.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer; typewriter; 10-key calculator; telephone; copy machine; fax machine.

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 frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.