

TITLE: Office Manager

PI/7

DEPARTMENT: Permits and Inspections, Fayette County

JOB SUMMARY: This position manages the day-to-day operations of the office.

MAJOR DUTIES:

- o Prepares and monitors department administrative files and reports; creates Web reports; creates, balances, and distributes monthly permit reports; maintains and balances fiscal/calendar year report; balances account codes for posted charges; approves payment for department expenditures; orders and maintains department inventory maintains and oversees stop work orders; processes resident complaints; collects and verifies daily deposit receipts.
- o Answers telephone and greets visitors; provides information and assistance.
- o Assigns and maintains street addresses in unincorporated parts of the county.
- o Supervises the work of Permit Technicians; reviews and evaluates performance; assigns tasks; approves time off.
- o Prepares department bi-weekly payroll.
- o Assists with the development and administration of the department budget.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of generally accepted accounting principles.
- o Knowledge of permitting procedures.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Knowledge of budgetary and purchasing procedures.
- o Skill in the training and supervision of personnel.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related office management duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the day-to-day operation of the office. Success in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, contractors, postal workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently bending, crouching, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Permit Technicians.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.