

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

POSITION DESCRIPTION

OFFICE MANAGER

REPORTS TO Executive Director

Position Summary:

This position will provide administrative support directly to the Executive Director, overseeing the day-to-day management of the CSC Leon office. The successful candidate will apply specialized technical and professional principles and skills in the solution of complex administrative problems. This may include planning, developing, evaluating, advising, and improving various management control systems, programs and policies, work methods and procedures.

Duties and Responsibilities:

- Assist the Executive Director, compose correspondence and memorandums, prepare and review minutes from a variety of meetings and arrange events and meetings.
- Coordinate all the activities concerning the Executive Director which may include contacts and coordination with outside agencies.
- Serve as liaison between the Executive Director and Council and with other community agencies, partnerships and initiatives.
- Interpret administrative policies, acquire and disseminate information concerning work methods and procedures, organization, work controls and similar management functions.
- Assist in the organization of Council and Committee meetings including preparation of supporting materials, for example, compiling Council agenda-related materials, in order to prepare agenda packet for Council members.
- Prepare and review a variety of written documents including minutes from Council meetings and/or other formal Committee meetings, special, regular and financial reports, contracts, etc. as directed.
- Track and follow-up on various assignments from the Council, Department, Committees and/or staff meetings.
- Assist with the administration of program contracts including tracking, routing and review process, as well as maintain electronic files for all contracts and related materials.
- Identify and solve problems or issues related to department processes, collect and analyze data, develop alternatives and make specific recommendations to Executive Director for the improved and efficient administration of the organization.
- Manage Records Retention procedures.
- Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

- Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.
- Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

- Considerable knowledge of principles and practices of governmental or not-for-profit agency, management and administration in the operation of a complex organization.
- Thorough knowledge of general office business machines as well as modern administrative practices and procedures.
- Ability to communicate effectively, both orally and in writing. Independent thinking and problem-solving skills.
- Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Minimum Educational Requirements:

Bachelor's degree and three (3) years or more successful experience OR Associate's degree and five (5) years or more successful experience supporting a senior official in a governmental, not-for-profit agency or complex business environment performing high level administrative duties, OR high school diploma or equivalent and ten (10) years or more successful progressive experience in a governmental, not-for-profit agency or highly complex organizational environment performing high level administrative duties.

Physical Demands & Working Conditions:

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation:

\$45,000 - \$52,000 plus benefits, commensurate with experience and qualifications.