

SHAWNEE COUNTY, KANSAS
Position Description
Office Manager I

POSITION NUMBER: PR1143E

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs duties as a working supervisor of the Parks and Recreation Department's administrative office. Assists in the management of the business aspects of department operations including asset management, project and funds tracking, utility expenditure analysis, payroll, and staff oversight. Provides customer service to vendors, all County departments, and the general public. Provides guidance and oversight to office staff. Assists with the issuance and maintenance of County-issued technology equipment. Performs other duties as required. This position is supervised by the Administrative Superintendent.

WORK PERFORMED

20% Agency Management.

- Manages the department's inventory with departmental asset management software; ensuring records are current and accurate.
- Tracks capital and operational projects across multiple funding sources, processing invoices associated with each project, and ensuring timely and accurate payments.
- Analyzes and breaks down utility expenditures by location; maintaining tracking documents to monitor spending across department facilities and parks.
- Assists with the preparation of departmental reports for County and grant fund management.
- Performs other administrative management duties as required.

20% Accounting and Payroll Duties.

- Provides oversight and guidance to payroll and office staff; includes employee time and attendance records; reviews payroll submissions for accuracy and compliance with County policies prior to final processing.
- Prepares and reviews departmental reports related to county funds and project expenditures.
- Assists in compiling, reviewing, and recording financial transactions as needed.

20% Supervision of Staff.

- Supervises office staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions.
- Participates in the hiring and promotional process.
- Instructs staff on proper completion of tasks.

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- Inspects and reviews work of staff to ensure that projects are complete.
- Establishes work schedules and assigns work.
- Checks work procedures and products

20% Customer Service.

- Serves as a primary point of contact for vendors, contractors, and other Shawnee County departments regarding departmental business matters.
- Responds to inquiries from the public, providing accurate information and directing individuals to appropriate staff as needed.
- Maintains professional and courteous communications, both orally and in writing, in all interactions.
- Receives, processes, and refers complaints or concerns to designated supervisors or managers.

20% Office Administration.

- Performs general office administration duties including data entry, word processing, spreadsheet maintenance, and records management related to departmental activities.
- Maintains office supply inventory and coordinates purchasing of supplies as needed.
- Coordinates with Shawnee County's Information Technology (IT) Department to facilitate the issuance of county-assigned technology equipment (e.g., cellular phones, tablets, laptops) to authorized department personnel, tracks the assignment of devices, and coordinates with IT to ensure devices are kept current with software updates and remain in operational condition.
- Assists in maintaining inventory records for equipment subject to County requirements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Office management methods, equipment and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of a variety of office equipment.
- The laws and regulations governing the functions and operations of Parks and Recreation Dept.
- General accounting principles and practices.
- Asset management software systems, including Cartegraph or similar platforms, and the ability to adapt to new systems as technology evolves.
- Basic technology device management, including the issuance, tracking, and upkeep of county-issued mobile devices and tablets.

Ability to:

- Plan and direct the work of others.
- Plan and maintain the flow of office work.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Establish and maintain effective relationships with the employees and the department's users.
- Learn and remember a wide variety of legal requirements and departmental policies.
- Operate a variety of office equipment.

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- Prepare accurate departmental financial and statistical reports.
- Classify, locate, and interpret a variety of statistical and related information.
- Provide professional and effective customer service to vendors, other county departments, and the general public.
- Learn, navigate, and adapt to new software platforms and technology systems as departmental needs evolve.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications, including asset management, accounting, and payroll systems.
- Multi-fund project tracking, invoice processing, and budget reconciliation across diverse funding sources.
- Effective interpersonal communication and customer service with vendors, county staff, and the public.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions		X		
Carrying			X		Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing	X				Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting			X				X		

EQUIPMENT USED

Personal Computer/Laptop
Printer
Telephone
Photocopier

Fax Machine
Paper Shredder
Calculator
Office Furniture

Tablet/iPad
Mobile Phone
Document Scanner

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MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Five (5) years' clerical, customer service, billing, accounting, administrative support, or closely related office experience. A Degree/Certificate from an accredited college, university, or vocational school in Business Administration, Public Administration, Accounting, Office Administration, Management, or closely related field may be substituted, only one may be chosen to substitute, for the years of experience as follows:
 - Certificate from a vocational school may be substituted for one (1) year of required experience. In addition to the certificate, requires four (4) years additional clerical, customer service, billing, accounting, administrative support, or closely related office experience.
 - Associate Degree may be substituted for two (2) years of required experience. In addition to the Associate Degree, requires three (3) years additional clerical, customer service, billing, accounting, administrative support, or closely related office experience.
 - Bachelor's Degree may be substituted for four (4) years of required experience. In addition to the Bachelor's Degree, requires one (1) year of additional clerical, customer service, billing, accounting, administrative support, or closely related office experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name Date

Administering Supervisor's Signature / Printed Name Date

Appointing Authority's Signature / Printed Name Date

Created: 05/26
Revision History: 05/26