

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Office Manager
DEPARTMENT: Building Maintenance
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2006
DATE REVISED: January 2017

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Manager for the LaPorte County Building Maintenance Department, responsible for performing various payroll, budgetary, personnel and administrative duties.

DUTIES:

Coordinates and schedules meetings to be held in various County buildings, including listing meetings places and times on directory in county complex lobby and assigning maintenance personnel to set up rooms and assisting as necessary.

Maintains technology and updates variety of applications that apply to Building Maintenance, including, but not limited to the Work Order program.

Implements asset tracking and inventory of all County buildings.

Generates reports for state inspections of the County Jail building, Juvenile Services Center building and Community Corrections building.

Ensures all state regulations are being followed for fire alarms, security alarms and smoke alarms.

Submits and tracks all bills pertaining to the Building Maintenance budget, including, but not limited to, phone bills and NIPSCO bills.

Maintains employee records, including work schedules, time cards, and sick and vacation days, calculates department payroll, and submits to Auditor for payment.

Schedules all signs that are placed in Courthouse lawn

Issues and tracks vehicle tags for County parking lot.

Ensures contracts with various vendors are renewed at appropriate times and maintains contact with vendors for services performed.

Performs various administrative duties, including maintaining and updating department files, entering data into computer, checking voice mail and e-mail, issuing employee calling cards, maintaining office supplies and repair service as needed.

Orders janitorial supplies for the County Complex, Jail, Jail Kitchen, Juvenile Services Center, Community Corrections and various other County buildings.

Composes and types correspondence, reports, memorandums, purchase orders, contracts and proposals for vendors, and other materials as directed by supervisor.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes caller to appropriate person or agency.

Gives educational tours of Courthouse and complex, explaining duties of each department and coordinating times to meet with each office.

Programs and maintains all County phone line extensions.

Supervises Switchboard.

Performs duties of Switchboard Operators as required.

Occasionally oversees the work of maintenance and cleaning crews as required. May assist in planning/delegating work assignments, interviewing candidates for job openings, providing orientation for new employees and ensuring proper completion of tasks.

Keeps lines of communication open with all departments within the County, other government agencies and the public.

Responsible for various operations for the safety and well-being of the Maintenance department employees.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Possession of valid Indiana driver's license and a demonstrated safe driving record.

Knowledge of budgets and prescribed Building Maintenance Department procedures and policies, and ability to follow specific instructions to perform efficient operations.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to maintain accurate files and records.

Ability to plan, delegate, and control work assignments of assigned staff. Ability to interview candidates for job openings, make hiring recommendations, provide orientation for new employees, ensure proper completion of tasks and conformance with policies.

Ability to type and use standard office equipment, including computer, typewriter, calculator, copy machine, fax machine, switchboard, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Labor, Workman's Compensation, SOAR, LADS, 4-H groups, vendors, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work evenings to attend meetings.

Ability to perform general clerical duties as well as utilize and maintain various software, including, but not limited to, the Maintenance Care software program.

Knowledge of State Regulations for fire, smoke and security alarms.

II. RESPONSIBILITY:

Incumbent performs a wide variety of administrative duties according to general policies and procedures established by the Building Maintenance Department, with special or detailed instructions given only in regard to unusual assignments or upon request of the incumbent. Incumbent is expected to make appropriate choices/decisions for standard tasks without causing errors, embarrassment and/or disruption to the daily operations. Attention should be given to ensure that errors are not made to inconvenience the public, other departments and/or embarrass elected County officials.

Incumbent is able to work individually or with a team and be able to complete practices/procedures with limited or general instructions. Work is reviewed on conclusion of task and may involve occasional spot checks.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other government agencies, vendors and public to coordinate schedules and to provide services needed with satisfaction to those involved. Incumbent is expected to handle non-routine problems and emergencies and possess the ability to proceed with the correct procedures.

Incumbent reports directly to the Maintenance Supervisor.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in an office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, keyboarding, speaking clearly, close vision, color perception, hearing sounds/communication, and handling/grasping objects. Incumbent may be required to work with or be exposed to violent/irate individuals. Incumbent may be required to work evenings to attend meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Manager for the LaPorte County Building Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name