

POSITION DESCRIPTION
City of Brewer

Class Title: Office Manager
Department: Parks & Recreation

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Director of Parks & Recreation, Deputy Director, Parks/Cemetery Supervisor, and Afterschool Program Coordinator, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Works under the close supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED:

Supervises any part-time personnel as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cash handling, data input, and bookkeeping.
- Operates listed office machines as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail;
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Processes bi-weekly payroll for the department.
- Makes regular deposits of all departmental revenue into the bank and reporting same to the Finance Department.
- Prepares all invoices, purchase orders, and requests for checks to be approved by the director. Maintains files on each vendor and keeps records of expenditures from each of the accounts.
- Handles inquires and maintains a schedule for facility rentals.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials, maintains departmental personnel records.
- Schedules appointments, and performs other administrative and clerical duties.
- Processes program and class registrations thru the department's online registration program.
- Prepares and distributes new releases, flyers, brochures, notices, newsletters, etc.

PERIPHERAL DUTIES:

- Assists in the procurement of department materials and supplies.
- Operates a vehicle to run errands.
- Prepares records such as notices, minutes, and resolutions.
- Assists with scheduling and room set-up.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and

(B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; some knowledge of recreation programs.

(B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

Valid State of Maine driver's license.

TOOLS AND EQUIPMENT USED:

Phone; personal computer including word processing, spreadsheet and financial software; copy machine; fax machine; ~~base radio~~; calculator.

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

The employee must occasionally lift and/or move up to 25 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 moderately loud.

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.

Acceptance: _____
(Employee Signature)

Approval: _____
Director Parks & Recreation

Revised Date: *April 19, 2022*

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