

**POSITION DESCRIPTION**  
**City of Brewer**

<b>Class Title:</b> Office Manager	Job Code Number:
Department: Parks & Recreation	Grade Number: Operative wage scale: C-hourly
Date: September 1, 2024	Location: Auditorium

**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, and department staff members, 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, cashiering, data input, and bookkeeping.

Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required.

Prepares and monitors purchase orders.

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 which is sent to City Finance 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.

Responds to inquires and maintains a schedule for facility rentals.

Assists in the scheduling of staff to cover facility rentals.

Prepares records such as notices, minutes, and resolutions.

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 using the department's online registration program.

Prepares and distributes new releases, flyers, brochures, notices, newsletters, etc.

Assists with scheduling and room set-up.

Duplicates and distributes material.

Assists public with use of department facilities.

**PERIPHERAL DUTIES:**

Operates a motor vehicle to run errands.

**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; 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 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.

The 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 the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date:  
September 3, 2024

Revision History:  
September 2024