



VILLAGE OF EL PORTAL OFFICE MANAGER

Title: OFFICE MANAGER

GENERAL SUMMARY

Primary function of the job is to work directly with the Village Manager in creating a harmonious, customer service oriented environment for residents and other customers of the Village. Works as the information disseminator and task monitor of the team being responsible for ensuring that the team meets its objectives.

Employee must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations. Overtime may be required to complete the task within a specific time frame or in an emergency situation.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Maintains municipal services by organizing office operations and procedures; controlling correspondence; designing filing systems and keeping track of expenditures and revenues.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. Inputs financial information and participates in the fiscal supervision of revenues. .
- Completes operational requirements by scheduling and assigning employees; following up on work results. Provides feedback to customers, clients and vendors as needed.
- Keeps Village Manager informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Office Manager Skills and Qualifications:

Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills. Excellence in Customer Service.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE

- Bachelor Degree in Finance, Banking, Accounting or Public Administration or experience commensurate to degree in those fields.
- Experience in working with the public, property management, construction permitting, accounting.
- Bilingual (English/Haitian Creole) preferred.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: