

**OFFICE MANAGER**

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning and supervising administrative and clerical activities and for the proper maintenance of accounting records of the Department of Public Works. The work is performed in accordance with general instructions received from the department head with wide leeway permitted for the exercise of independent judgment. Supervision is exercised over the work of all subordinate staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists the department head in formulating and effecting account-keeping and procedural operations of the department;

Assists in the preparation of the annual department budget;

Compiles statistical data, prepares cost studies for reports and planning purposes;

Supervises the maintenance of departmental personnel records;

Supervises the preparation of forms and reports required by the State Department of Public Works;

Signs and approves requisitions and purchase orders;

Confers with department head on the revision of procedures and policies in the installation of new accounting or reporting systems;

Assists in labor negotiations and the formulation of personnel and labor policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern office administration, procedures, equipment and personnel practices; thorough knowledge of methods used in keeping financial accounts and records;

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good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; ability to follow complex oral and written directions; ability to prepare correspondence and reports from general indication as to content; ability to plan, layout and supervise the work of others; ability to secure the cooperation of others; good address; good judgment; initiative; and integrity.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a New York State registered or regionally accredited four year college with a Bachelor's Degree in Business Administration, Public Administration, Accounting, or a related field, and one (1) year of experience in performing office clerical and/or account-keeping duties; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible experience in performing office clerical and/or account-keeping duties, at least two (2) years of which involved office management experience in a supervisory capacity involving the review and maintenance of financial accounts and records; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed: April 14, 1983

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A