

OFFICE MANAGER/EXECUTIVE ASSISTANT

(\$35,100 - \$45,000)

Distinguishing Characteristics of Work

The essential function of this position within the CCOC is to provide complex administrative, and clerical support. The position is responsible for programs and administrative and clerical tasks/functions. This position is responsible for performing a variety of administrative and fiscally related duties to assist the Executive Director and staff in managing the daily operations and support functions of the CCOC office.

EXAMPLES OF WORK TO PERFORM

(NOTE: These examples are intended as illustrations of various types of work performed in positions allocated to this class. 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.)

- Independently develops work methods and approaches under the general supervision of the Executive Director.
- Supports the Executive Director and Deputy Executive Director in office management.
- Manages CCOC Office administration requirements (e.g. purchasing, payroll, personnel, budget monitoring, audits and timesheets).
- Coordinates outside the office meetings and engagements, travel itinerary and other logistical requirements.
- Assists in the development and articulation of CCOC Office policies and procedures.
- Manages the preparation and disbursements of CCOC Office documents and Executive Council agenda packages.
- Receives and distributes telephone calls to the CCOC Office.
- Coordinates CCOC job postings, assembles resumes, makes interview appointments, and processes new hires.
- Researches new laws and changes as related to Human Resource issues, prepares for audit of Employment files and updates personnel files.
- Processes and renews health, dental, and life insurances.
- Coordinates and processes FSA account documentation.
- Assists Contract Manager with requests, quotes, and contracts.
- Posts items to the web site.
- Manages the Property and Asset Management for the Corporation.
- Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and three years of experience in administrative support, fiscal management, and Human Resource administrative work. A master's degree may substitute for the recommended experience.

Progressively responsible administrative, administrative support, or fiscal experience may substitute for the recommended college training on a year-for-year basis. Must be proficient in Microsoft Office and have a high level-understanding of QuickBooks.