

## **GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION**

**POSITION TITLE:** Office Manager

**POSITION CLASSIFICATION:** Exempt

**GRADE:** 8

**DEPARTMENT:** Clerical

**IMMEDIATE SUPERVISOR:** Parks and Recreation Assistant Director

**SUPERVISES:** Administrative Specialist, Payroll Clerk, Office Personnel

**CHARACTERISTICS OF POSITION:** Under general supervision of the Assistant Director, performs office management tasks that includes all aspects of the department's day to day operation. Works a flexible schedule, including on call status.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for balancing all accounts, making deposits, maintaining personnel files on all employees, which includes maintaining sick, vacation, compensatory and retirement information, submitting workers compensation claims. Oversees bi-weekly payroll and accounts payable, prepares bi-weekly, monthly and quarterly taxes and financial reports. Prepares W-2 forms and mails to employees in a timely manner. Prepares monthly Board meeting packets, attends monthly Board meetings and records all minutes of each meeting. Scheduling, evaluating, observing, and training employees. Updates Director and Assistant Director on budget matters and helps to prepare budget. Responsible for scheduling all parks and fields, preparing rental agreement, taking program sign-ups, submitting insurance forms and collecting fees for all. Troubleshoots software problems. Stays updated and posts local, state, and federal labor laws and ordinances. Works closely with auditor during annual audit. Must work within the confines of the fiscal budget. Purchases supplies valued below \$500. Any purchase value exceeding \$500 has to have the approval from the Assistant Director and/or Director.

**Non-essential:** May assist with recreation programs and special events.

### **QUALIFICATIONS/REQUIREMENTS:**

**Training and/or Experience:** Associates degree in Accounting or related field or equivalent of direct experience may be substituted by five years experience in Office Management with at least three of those years in a supervisory position.

### **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:** Knowledge of payroll, accounting and financial procedures, budgeting preparation, and personnel matters. Working knowledge of business English, accounting, math, filing, grammar and spelling. Knowledge of office standard equipment.

**Skills:** Detail oriented, computer literate, calculator, typing, office machines.

**Abilities:** Ability to establish and maintain effective working relationships with Parks and Recreation Board members and employees, and the general public. Ability to complete continuing assignments requiring the organization of information. Ability to prioritize and/or delegate tasks in order to complete.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license, CPR and First Aid certified, Notary Public, bonded.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** General instructions; some aspects of work covered specifically but must also use own judgment.

**Processes:** Work varies slightly.

**Review of Work:** Completed work is reviewed by reports, correspondence, etc. Occasional spot checks.

**Analytical Requirements:** Some duties of routine nature; some duties are of a complex nature, requiring judgment for which there is no precedent.

**Work Environment:** Office setting; indoors

**Availability:** Must be able to attend meetings and departmental activities in evening hours and on weekends.

**Physical Demands:**

**Lifting:** Work is typically performed in an office requiring intermittent sitting, standing, or stooping, lifting light objects (less than 25 lbs) is a requirement of the job.

**Use of Equipment:** Office equipment including computer, calculator, fax and copy machines, telephones, cash register, time clock.

**Vehicle Operation:** May occasionally operate vehicle.