

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Office Manager

Appointing Authority: Executive Director

Employment Classification: Non-exempt

Fundamental Objectives - Under the supervision of the Executive Director and Accountant, the Office Manager provides administrative and clerical support to the Executive Director, the Accountant, other staff and the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Major Duties and Responsibilities:

Prepares, processes and maintains payroll, accounts receivable, accounts payable, personal leave and travel reimbursement documents and records; prepares and processes employment documents, including those for new hires; maintains personnel files, personal leave time, terminations and changes in employment status and compensation; administers employee benefits, including life insurance, employee education claims, short-term disability and deferred compensation.

Assists in the administration of contracts and consultant services, assists in the external audit, maintains and updates the Policy and Procedures manual; collects monies, writes receipts and makes deposits; assists in the development and administration of the budget.

Prepares purchase orders, requisitions and all office-related invoices; places orders for office equipment such as computers, copiers, vehicles and furniture; oversees the maintenance of office equipment and facilities; manages purchasing cards.

Types correspondence, reports, memoranda and forms, adding and deleting appropriate information and correcting grammar and spelling; types statistical data; compiles and summarizes information, data and statistics for reports; composes routine correspondence from brief instructions.

Operates personal computer, employing various software systems to accomplish data input, manipulation and output; operates a variety of office machines, such as duplicating, dictating and facsimile machines and electronic calculators; enters and retrieves information from an automated system.

Establishes and maintains the Commission's file system and office inventory, sets up new files; purges information from files; controls access to confidential files; maintains personnel files.

Assists in greeting the public, routing incoming telephone calls and assisting visitors; assists in receiving, sorting and distributing mail and packages.

Performs other duties as assigned.

Minimum Qualifications:

Two years of college work in an accredited institution with a major or emphasis in Social Work, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field.

One year of paid administrative or clerical experience.

Additional qualifying experience may be substituted for the education requirement on a year for year basis.

Ability to type or perform keyboard skills of not less than 45 net words per minute.

Must have a valid California driver's license, acceptable DMV printout and adequate auto insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

Knowledge of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Basic understanding of human resources, employment and compliance issues.

Effective business practices; administration of claims, payrolls, accounting procedures, budgets, grants and contracts; state, county and community political and policy-making processes; effective communication and public presentation methods and skills.

Proper business English, including spelling, punctuation, grammar and vocabulary; modern office methods and procedures, including business correspondence, filing systems, standard machines and office equipment, reception techniques, report writing and record keeping.

Basic understanding of the principles and practices of public administration and statistical methodology and analysis is desirable.

Ability To:

Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze problems, consider alternatives, project consequences, draw logical conclusions and adopt appropriate solutions.

Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships.

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other instructions.

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, exchange information, update on-line websites and perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your resume to: Executive Director
First 5 Kern
2724 L Street
Bakersfield, CA 93301