



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: OFFICE MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0070

PAY RANGE CODE: [16.1 MC](#) REVISION DATE: 12/22/16

NATURE OF WORK:

This is skilled administrative and supervisory work in an administrative office of a City department. Work involves supervising a group of employees engaged in complex departmental administrative and clerical functions. An employee in this classification works with considerable independence, making decisions based on experience, defined expectations, and departmental policies, and receives general guidance from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Recommends ~~the~~ hiring, discipline, or termination, and trains, schedules, assigns, oversees, and evaluates the work of a staff of administrative and clerical personnel.

Oversees the processing of and approves documents such as bids, contracts, requisitions, and vouchers which do not require City Council approval.

Monitors the progress of departmental projects, performs project final close outs, and compiles reports of start and completion dates, quantities and costs of materials, labor, and equipment, and other pertinent cost figures.

Oversees the posting and maintenance of personnel, inventory, payroll, receipts, costs, and work completed records.

Coordinates the administrative activities of the division to increase efficiency and avoid duplication.

Coordinates fiscal operations, compiles departmental budget requests, monitors expenditures from specific accounts, and coordinates the preparation of monthly fiscal reports.

Assists with building and maintaining a digital library of location images.

Coordinates the preparation of an-events calendar, gathering information, distributing weekly and monthly updates, and maintaining awareness of all public events in the City.

Assists with keeping the department's website current.

Gathers information for a “Visitor’s Guide,” proofreads copy, and coordinates mailings.

Maintains an accurate list of radio, television, and newspaper media for advertising and publicity purposes.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and applications of office management, including modern office procedures, clerical techniques, and ~~the uses of~~ office equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of departmental policies, procedures, and functions.

Knowledge of office bookkeeping, record keeping, and report compilation methods.

Ability to understand and interpret departmental and divisional rules, regulations, procedures, and functions and to apply them to practical situations.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to plan, organize, and supervise the work of a number of administrative and clerical staff.

Ability to prepare clear and concise oral and written reports.

Ability to develop, explain, and implement new operating procedures and revise them to meet the department’s needs.

Ability to prioritize goals and assignments and to complete projects with minimal supervision.

Ability to communicate effectively, orally and in writing.

Ability to maintain the confidentiality of all departmental communications, documents, transactions, and records.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees, representatives of public and private concerns, and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 61 to 75% of the time; to stand and walk from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, or lift up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Five (5) years of professional office work in an office setting, two (2) years of which must have been in a supervisory capacity.

SPECIAL QUALIFICATIONS

If employed in the Convention and Visitor's Bureau, an incumbent must have taken college level courses in Public Relations, Communications, or Marketing and have Convention and Visitor's Bureau work experience.

If employed in the Omaha Public Library, a bachelor's degree from a recognized college or university is preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Facsimile Machine
Printer	Telephone	Calculator
Photographic Equipment	Vehicle	Scanner

Previous Revision Date(s): 6/24/93
09/26/13
7/28/05
2/23/06