

Date:	<i>Updated November 2022</i>
Job Title:	Office Manager
Reports To:	Executive Director or Designee

Nature of Work

The Office Manager will be responsible for managing the daily operations of the Agency to ensure that office functions are carried out in a timely and efficient manner. The Office Manager will provide a wide range of administrative and office support services to the Executive Director, Administrative Staff, the Board and related committees, and other staff as assigned. Duties may include fielding telephone calls, receiving and directing visitors, coordinating meetings, word processing, creating spreadsheets and presentations, and filing. This position requires the ability to work independently, exercising judgment, accuracy, and initiative. The position will report to the Executive Director.

Specific Position Requirements

Bachelor's degree in business, office management, or related field, and at least two years' experience providing administrative support services. Associate's degree in related field with at least three years' experience providing similar work or five years of similar work experience may be substituted for degree requirement. Demonstrated oral and written communication skills. Demonstrated proficiency in using word processing and spreadsheet software. Education or experience in tasks requiring accuracy and attention to detail required. Work effectiveness is evaluated in terms of timeliness, quality, accuracy, and completeness. The Office Manager is a professional position that may, on occasion, require work hours beyond the regular 8:00 A.M. to 4:30 P.M., 40-hour week.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Schedule board and committee meetings including preparing agendas, assembling meeting materials, recording and preparing meeting minutes, and making any other necessary arrangements.
- Produce letters, memorandums, minutes, mailing lists, etc. as required. All documents shall be saved in the appropriate directories.
- Date stamp, file copies of correspondence, and distribute incoming mail.
- Process outgoing mail.
- Maintain notebooks for all established Boards and Committees of the CJCC.
- Ensure the office has necessary supplies, including, copier supplies, and letterhead and general office supplies.
- Assist in developing and managing administrative grant budgets.
- Perform data collection, statistical analysis, and prepare summary findings in chart, graph or other form suitable for public presentation.
- Assist the Grant Manager in developing grant proposals for CJCC and NORIS.
- Assist in participating in local, state, and federal meetings as a representative of the CJCC.
- Perform activity monitoring and program evaluation.
- Maintain centralized grant file and fiscal records.

- Maintain CJCC fixed asset inventory.
- Obtain equipment quotes for the CJCC and user agencies upon request.
- Order equipment for the CJCC and user agencies upon request.
- Maintain the CJCC Master copy of the Policy & Procedures Manual.
- Obtain and maintain LEADS certification.
- Perform other duties as required to meet the goals and objectives of the CJCC.