

**Office Manager**

**Job Title:** Office Manager

**Department:** Administration

**Supervisor:** Director of Administrative Services

**MISSION STATEMENT**

Promote and foster cooperation, coordination, and cost-savings between governmental units and agencies, and to improve the criminal justice system through information services, technical assistance, analysis, grant development, research, and by providing regional services requested by the governmental units served.

**GENERAL JOB DESCRIPTION**

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.

**MAJOR DUTIES AND RESPONSIBILITIES**

Duties may include fielding telephone calls, receiving and directing visitors, coordinating meetings, word processing, creating spreadsheets, reports, and presentations, filing, purchasing supplies for the office. This position requires the ability to work independently, exercising judgment, accuracy, and initiative.

**MINOR DUTIES AND RESPONSIBILITIES**

Assist Director of Administrative Services with onboarding new hires, bank reconciliations, and backing up Accounting Clerk. Work with Grants department on grant document creation, proofreading and events when needed. Backup Records department with individual background checks. Other duties as assigned.

**QUALIFICATIONS**

Bachelor's degree in business, office management, Accounting 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.

**BENEFITS**

Salary Range: \$45,000-\$55,000

Medical/Vision/Dental

Sick/Vacation/Personal Time

Holidays off

OPERS Retirement

**Submit resume with cover letter and references by November 22, 2023 (the position will be open until filled) to:**

Criminal Justice Coordinating Council

One Government Center, Suite 1720

Toledo, Ohio 43604

[grants@noris.org](mailto:grants@noris.org)