

Hanover County Government
Department of Public Works
Office Manager
\$49,633.00 - \$67,004.55 Annually

The Department of Public Works is seeking an adaptable and energetic individual to manage office functions and assist as the first point of contact in the department. The incumbent supervises staff, manages fiscal activities such as accounts payables and records for expenditures, assigned budget activities, purchase orders and purchasing cards. The position supports special projects and will supervise assigned staff. If you are someone who has a pleasant disposition and successfully moves from one task to another, we encourage you to apply for our Office Manager position.

General Description:

This is an administrative position. The incumbent performs routine tasks designed to coordinate office operations. This could include clerical support duties as well as duties related to fiscal operations and special projects.

Organization:

The Office Manager reports directly to a Department Head or designee and may supervise fiscal and/or administrative support staff.

Essential Functions:

- Performs human resources functions and prepares related paperwork.
- Coordinates programs or services.
- Develops reports as needed.
- Oversees the work of subordinates, as applicable.
- May prepare fiscal reports, such as payroll or budget-related items.
- May provide high-level administrative support to a Department Head, or Deputy.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Non-exempt

Knowledge, Skills and Abilities: Knowledge of general business/office practices and procedures, required. Must be computer literate, preferably in Microsoft Office. Ability to communicate effectively and to maintain confidentiality, required. Budget/Math skills, desired.

Education, Experience and Training: High school diploma or equivalent required (bachelor's degree preferred) with at least six (6) years of related experience. Supervisory experience desired – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Twelve-month probationary period
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com