

Job Description

Human Resource Use Only
Position Number:
Step/Grade- K
Effective Date: 11/2019

POSITION IDENTIFICATION

Position Title: Office Manager
Division: Police
Status: Full-Time/ Exempt
Normal Workweek: Monday through Friday

SUPERVISORY RELATIONSHIPS

Reports to: Deputy Chief
Directly Supervises: Records Division and Non-Sworn Office/Clerical Staff

POSITION PURPOSE

Under the direction of the Deputy Chief of Administration/Support this administrative position of Office Manager performs a variety of high-level supervisory duties. The Office Manager supervises and directs the department's Records Division, and coordinates work assignments performed by non-sworn office/clerical staff. The position requires making independent decisions and is responsible for training, evaluating and disciplining the non-sworn office staff members.

ESSENTIAL DUTIES

- Supervise assigned full-time and part-time clerical personnel.
- Assigns work, delegates, instructs, review work assignments and allocates staff.
- Participates in hiring clerical personnel, evaluates performance, and recommends personnel actions according to City policies and procedures.
- Initiates and/or modifies policies, procedures and work strategies for the clerical staff. (i.e. Desk Reference Manual/Policy Manual).
- Maintains the Records Managements System.
- Reviews, coordinates and updates the police reporting system to insure that all records are being maintained in an accurate and timely matter.
- Insures the destruction of departmental records in accordance with the City of Manitowoc's Records Retention Schedule.
- Create and develops various departmental reports (i.e. monthly/annual).
- Provides training for the clerical and seasonal employees.
- Processes Clerical, Seasonal and Intern payroll.
- Initiate, organize and maintain department files.
- Attends quarterly staff meetings.
- Supervises the summer workers/volunteers that work at the department in assigned duties.
- Purchases and maintains office supplies.

- Maintains all office equipment and coordinates all necessary repairs on office equipment.
- IT liaison with MPU and County IT
- Coordinator of City Auction
- Coordinator of K9 Fundraising and tracking of all donations. Also grant writing
- Enters and maintains database for Business/Residential Alarm Call Up Emergency contacts

OTHER DUTIES

Performs other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** High school degree or equivalent, office management vocational/technical training.
- Experience:** Three to five years progressively responsible secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Certifications/Licenses:** Notary Certification, Wisconsin TIME Certified; no other Certification or License Requirements
- Other Requirements:** Must be able to maintain strict confidentiality.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess mastery of English spelling and grammar, the ability to write routine reports and correspondence; draft or compose letters or communications to citizens after given oral or written criteria; the ability to add, subtract, multiply and divide; and the ability to apply concepts such as fractions and percentages. This position must also be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form and train current and new employees on new records management system.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Ability to coordinate eyes, hands, feet and limbs in performing filing, typing, keyboard, telephone and calculator skills. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors associated with objects or materials. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors associated with objects or materials.

Physical Effort: Ability to exert light physical efforts in sedentary to light work, involving lifting 25 lbs., carrying, pushing, walking and standing.

Working Conditions: The work of this position is performed in an office environment where the noise level is generally moderate to quiet.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.