

## OFFICE MANAGER

Division: Administration  
Supervisor: Fire Chief  
Supervision: Supervises Personnel as Assigned  
Wage Scale: Office Manager (Non Represented Employee)

GENERAL STATEMENT OF DUTIES: The Office Manager is responsible for all aspects of the fire district's business office. Performs the payroll function for the fire district as well as senior level support in the areas of personnel and administration; serves as primary support to the Board of Directors and Civil Service Commission; performs other duties as required. In the absence of the Finance Manager may be responsible for, or assist with, the finance system including budget documentation, general ledger, accounts payable and accounts receivable functions.

DISTINGUISHING FEATURES OF THE CLASS: The Office Manager reports to the Fire Chief and may be a member of the management team and is a confidential employee. The Office Manager may directly supervise or apply lead direction to all aspects of the district's business office.

EXAMPLES OF ESSENTIAL FUNCTIONS: An employee in this classification shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific functions that an employee may be required to perform.

- Conducts and provides research and assistance in all areas of fire district operations.
- Conducts assigned research, procedural and administrative studies and prepares reports on such; reviews, prepares and maintains departmental procedures and manuals.
- Provides senior level support to a variety of boards and commissions; prepares and sends preparatory documentation, prepares agendas, public notices, etc; attends and acts as Recorder for all Board and Committee meetings as assigned.
- Performs all payroll services for the fire district; including preparation of time sheets, calculating and posting various types of pay and leave use/accrual, preparing voluntary employee payroll deductions, distributing paychecks and maintaining payroll records.
- Creates and maintains all personnel files.
- Maintains central filing system including, historical, contractual, payables, audit, budget, legal, etc.
- Acts as administrator for all employees benefit programs: health, dental, life and disability insurance; cafeteria 125 plan; VEBA; PERS retirement; and deferred compensation plans.
- Performs all volunteer firefighter reporting functions for the fire district, including preparation of monthly response, drill attendance and duty shift reports, maintaining all records of volunteer reports, prepares quarterly volunteer firefighter reports and point checks.
- Composes and transcribes correspondence, letters, reports and memoranda; schedules meetings and makes travel arrangements.

- Performs computer work related to word processing, spreadsheets, data bases and other computer programs.
- May perform accounts payable and receivable functions for the fire district; including preparation of invoices for payment, maintaining records of accounts payable, preparing and initiating fund transfers.
- May track inventory and reporting of District fixed assets.
- Assists with preparation of the fire District's annual budget; responds to questions and provides clarification for audits as required; issues purchase orders; maintains petty cash.
- Provides excellent customer service to the public, both in person and over the phone system.
- Provides internal customer service to others on the effective use of office equipment, computers, etc.
- Makes purchases as necessary and maintains all office supplies.
- Performs work assignments in a courteous, efficient and helpful manner. Promotes a positive attitude, proper courtesy and proper conduct on and off the job.
- Performs other related duties as assigned.

MINIMUM POSITION REQUIREMENTS: Knowledge of accounting and bookkeeping principles and practices; ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately; knowledge of secretarial skills such as English, spelling and punctuation; skill in word processing, basic computer operations, spreadsheets and standard software; ability to understand and follow oral and written instructions of a complex nature; ability to use tact and resourcefulness in public contracts in explaining difficult procedures and regulations.

EDUCATION AND SPECIAL REQUIREMENTS:

1. Minimum of graduation from high school or GED; preferably education or experience equivalent to associates degree or above with emphasizes in computer programs, secretarial skills, bookkeeping, financial reporting and knowledge of Oregon Budget Law; AND
2. Three (3) years of progressively responsible office experience and one year in a supervisory capacity; AND
3. Ability to type or keyboard at least 40 words per minute.
4. Valid Oregon Driver's License.

PREFERRED KNOWLEDGE/EXPERIENCE: Public agency experience in accounting; work experience dealing with the public. Preferable experience with a Fire Agency.

PHYSICAL DEMANDS: The physical demands of positions in this classification include sitting for long periods of time while performing data entry and other clerical tasks; bending and stooping from sitting and standing positions to perform filing and other functions; occasional light lifting and moving up to 20 pounds, using wrists, hands and fingers to perform data entry and manual posting tasks for long periods of time.

Specific vision abilities required by positions in this classification include close vision and the ability to adjust focus.

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

While performing the duties of this classification, the employee regularly works with and near electronic equipment. The noise level of the work environment can vary from mild to moderate.