

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Office Manager 1</i>	<b>DIVISION:</b> <i>P.S.S.</i>	<b>DEPARTMENT:</b> <i>Data Management</i>
<b>WORKING TITLE:</b> <i>Office Manager 1</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>735001 Administrative Assistant 3</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>16821</i>	<b>PCN:</b> <i>735400</i> <b>PAY RANGE:</b> <i>17</i>	<b>REVISION DATE:</b> <i>7/2017</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax machine computer copying machine scanner fingerprint machine</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Ability to calculate fractions, decimals &amp; percentages and to read and write common vocabulary plus 6 months clerical experience and 4 months training and/or exp. in supervision; or equivalent.</i>		
<b>PREFERRED:</b> <i>High school graduate or equivalent; minimum 3 years clerical exp. or equivalent; typing speed of 50 wpm.</i>		
<b>PURPOSE:</b> <i>Provides direct supervision to office personnel performing clerical functions; develops and implements routine and complex procedures for clerical functions of work unit; responsible for total clerical functions and work flow of assigned region; provides secretarial services to Regional Director and Associate Director. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that recognizes, affirms, and values the worth of individuals, families, and communities, and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		
<b>JOB DUTIES:</b>		
75%	<i>Supervises Regional Data Management staff and other clerical support staff as assigned; assigns work, evaluates performance, and recommends appropriate personnel actions; provides staff development; holds supervisory conferences and unit meetings; provides training to employees; answers inquiries, addresses complaints, and refers to others when appropriate; manages cash equivalents; manages the travel request email box; assumes responsibility for the total functions and work flow of the office.</i>	
20%	<i>Provides secretarial services to Regional Director and Associate Director, including but not limited to attendance at management meetings for producing minutes; typing of a technical and confidential nature, including evaluations, Regional reports, etc.; schedules meetings; attends supervisory conferences; serves on committee assignment(s); ensures the Data Management Handbook is updated in a timely manner.</i>	
5%	<i>Performs other related duties as assigned.</i>	
<b>List no. of positions and Class Titles of positions supervised</b> <i>Supervise 6-15 staff Positions Includes: Secretary 1, Data Entry Operator 3, Data Entry Operator 2, and Clerical Specialists.</i>		<hr style="width: 100%; border: 0.5px solid black;"/> Signature of Agency Representative
		<hr style="width: 100%; border: 0.5px solid black;"/> Date