OFFICE MANAGER

##### Non-Exempt ~ Full-time

#### Hiring Range: $20.97 - $25.63 per hour

**General Responsibilities:** Under the direction of the Executive Assistant, the Office Manager is responsible for answering business phones, greeting clients at Community Building, assisting with maintenance of computer files for donors, and for general office machinery. Responsible for ordering of office supplies for all sites.

**General Requirements:** AA degree preferred; HS accepted. Two years receptionist and computer experience required. Knowledge of general office procedures required. Ability to deal with people in crisis in calm, reassuring and helpful manner. Completion of minimum required Agency Training within 6 months of employment (if not before).

**AREAS OF RESPONSIBILITY:**

## **I.** ADMINISTRATIVE

 A. Answers business phone lines.

1. Greets and Assists people entering the Community Service Building.
2. Operates computer systems, including donor database and related reports and word processing programs.
3. Enter in-kind donation information into the donor database for program departments.
4. Purchases office supplies for all sites in a cost-effective manner.
5. Responsible for mailing list update and the production of appropriate mailing lists and mailing labels as needed.
6. Assembles interview packets for each member of interview committee.
7. Assembles new hire packets for Executive Assistant.
8. Maintains accurate weekly and monthly room schedule for Community Building as approved by the Clinical Supervisor and the Executive Assistant.
9. Responsible for weekly straightening of conference room, administrative work area, supply and alarm room storage area.
10. Maintains and updates administrative forms and maintains binders with originals.
11. Attends all Community Building meetings and responsible for written minutes.
12. SUPPORT
	1. Assists with donor database and related correspondence.
	2. Assists with Tri-Valley Haven special events, i.e., Great Escape, Gingerbread Cookies, etc.
	3. Assists Executive Assistant in producing reports.
	4. As time allows, provides support to programs such as correspondence, coping, printing, assisting in setting up and maintaining filing systems.
	5. Responsible for weekly collection of client schedule logs to provide to the Clinical Supervisor.
	6. Responsible for coordinating with shelter staff regarding acceptance and distributions of in-kind donations and office orders as they come in.
13. FACILITY
	1. Responsible for overseeing maintenance of office machinery, voice mail and phone system.
	2. In conjunction with Executive Assistant, addresses janitorial, maintenance, and landscaping needs.
	3. Manage contracts with outside vendors and, in conjunction with the Executive Assistant, provides feedback and recommendations when contracts are up for renewal.

# **VI.** GENERAL TASKS – Performs general tasks and represents Tri-Valley Haven in a professional manner as needed.

# Attends monthly staff meetings, and other meetings as assigned.

1. Participates in community fundraising and special events.
2. Assist with donations and other pick-ups when appropriate and as needed.
3. Have a valid California Driver's License and an insured automobile that the employee will use as necessary for agency related business.
4. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

**VII.** OTHER TASKS AS ASSIGNED BY THE EXECUTIVE ASSISTANT AND/OR EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN’S MISSION.

**VI.** ADA ESSENTIAL TASKS

 A. Working in high stress situations

 B. Good reading vision

 C. Sitting

 D. Walking

 E. Good communication skills

 F. Specific knowledge or education

 G. Learning ability

 H. Operation of motor vehicle

 I. Good distance vision

J. Ability to speak clearly

K. Ability to discriminate speech, including phone speech

L. Reasoning and thinking skills

M. Ability to problem solve

N. Typing or keyboarding skills

O. Lifting 10 to 20 pounds

1. Carrying 10 to 20 pounds

# I have read the foregoing and understand that this is the job description for the position of

*OFFICE MANAGER.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

### Signature Date