

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Office Manager	Location: Main Office	Date: October 5, 2018
Reporting Relationship(s): Position reports to the Director, Administration		FLSA Classification: Non-exempt

General Summary

This individual provides administrative and technology support and assists in the administrative management for Contact Community Services. This position also supports building maintenance operations. Duties include coordinating, providing or supporting services related to agency administration, office equipment, technology support, building maintenance and, when needed special projects.

Duties and Responsibilities

1. Provide agency reception to include: greeting/directing visitors/vendors, processing incoming and outgoing mail and faxes, retrieve and disseminate email messages from the agency's email account to appropriate staff and maintain daily cash/check log.
2. Support all staff around administrative policies and procedures; use of office equipment, and technology issues including adherence to technology usage policy.
3. Maintain office and housekeeping supplies inventory. Determine needed supplies; comparison shop to ensure best pricing, follow office procedures for expenditure approvals, place orders, and verify invoice charges & receipt of supplies.
4. Support the coordination of the agency's technology and office equipment needs and resources. This will include: research needs; negotiate purchases/leases and service contracts; troubleshoot malfunctions; oversee repairs; and evaluate new equipment and technologies.
5. Support and maintain the technology and building inventories.
6. Maintain the agency's database and generate reports as requested.
7. Assist with the maintenance and/or resolution of all building issues including; janitorial, HVAC, plumbing and electrical, grounds, snowplowing etc.
8. Assist with appeals; gift acknowledgements; donor information; and maintenance of DonorPerfect, and Constant Contact.

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9. Provide administrative support to the Executive Director for agency staff meetings, board-related activities and fundraising activities as needed.
10. Oversee the agency's bulk mailings, maintain bulk mailing account, and keep informed of current and related postal requirements.

Education Requirements

Four-year business or related degree preferred; significant experience may substitute for educational requirement.

Previous Experience Requirement

Three or more years of experience in a professional office setting.

Knowledge and Skills Needed to Perform Effectively in this Position

Extensive skills in word processing, spreadsheet and DonorPerfect database. Technical skills that include light network administration. Strong verbal and written communication, interpersonal and telephone skills. Ability to establish priorities, multi-task and work independently.

Additional Requirements

- Valid driver's license
- Reliable Transportation
- Independent auto insurance (Minimum of \$100,000/\$300,000 liability limits)
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- Working conditions are normal for an office environment. Light lifting (up to 50 lbs.) of supplies and materials may be required.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature: _____

Date: _____