

Hardee County, FL

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Office Manager

Department: Fire Rescue

Pay Grade: 108

JOB SUMMARY

The Office Manager is responsible for administrative and creative performance of a variety of customer service, financial, clerical, data processing and associated records maintenance tasks essential to the smooth and safe operations of the Fire/EMS Department. This position reports directly to the Fire Chief and performs work under administrative directions, as needed. Work assignments are received orally and in writing and are performed with considerable latitude and independence in judgment and decision making within established policies, procedures, rules, regulations, laws and guidelines.

ESSENTIAL JOB FUNCTIONS

- Reviews, manages, supervises and reports to the Fire Chief on personnel and/or activities under charge as relates to County Fire/EMS operations.
- Assists in planning, organizing, developing and conducting County-wide programs, policies, procedures and services in the Fire/EMS Department.
- Develops program ideas, goals, policies and procedures, and effects coordinated action.
- Prepares and reviews reports for accuracy, completeness, and adherence to required reporting standards.
- Provides data input to, maintains and monitors departmental budgets and makes procedural and operational decisions or recommendations, as appropriate to the Fire Chief.
- Inputs, prepares, mails and maintains billing accounts statements and records insuring correctness and accuracy. Balances detailed records and reconciles ledgers, reporting inconsistencies and errors as identified.
- Performs customer research.
- Operates a variety of PC-based software, prepares and compiles correspondences, forms, reports, schedules, manuals, booklets, web pages, requisitions, presentations, departmental budget, financial records and other related documentations.

- Prepares information or enters data containing technical terminology. Retrieves data and material for reports.
- Receives and responds to concerns, inquiries, and complaints from the general public in both oral and written contexts; provides information, assistance, and/or resolution to problems, facilitate development activity and projects and for other planning or operational needs.
- Maintains appointment calendar and Department associated scheduling and time sheets.
- Prepares, reconciles and provides oversight of Department generated requisitions/purchase orders.
- Recommends and/or implements methods to establish, maintain and improve efficient office internal and external operations based on observations, audits and surveys.
- Attends and participates in conferences, trainings, and meetings of Department heads, County Manager, Board of County Commissioners, etc., as required or approved by the Fire Chief.
- Works during and after weather emergencies and other natural or manmade disasters and accidents, as needed.
- Directs, plans, guides and coordinates public relations functions and promotes a team atmosphere and quality Customer Service environment.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; and ten (10) years of secretarial and administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Knowledge, Skills and Abilities:

- Knowledge of office management practices and office filing system.
- Knowledge of County Government organization and services provided.
- Skills in public relations.
- Ability to organize, file and retrieve volumes of written materials.
- Ability to operate various office equipment.
- Ability to work under pressure with short deadlines.
- Ability to supervise clerical staff.
- Ability to work with minimum supervision.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift and move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment and no exposure to external environmental conditions.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.