



Job Description

JOB DETAILS

Job Title: Office Manager

Department: Facilities Management

ID: FM_OfficeMgr

Title of Supervisor: Assistant VP for Facilities Management

Date Completed: 2012/02/22

JOB SUMMARY

This position supervises front office staff, providing backup for reception duties and covering for duties during absences of supervised staff. This person works closely with Director and Associate Directors as support for special projects. This person also does the payroll for the bargaining unit as well as job posting's, overtime posting, and other duties associated with the bargaining unit.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Payroll Monitor computerized timecards during the week Process timecards with absences and ready timecards for payroll clerk Post attendance record to employee file	25 %
Supervise & backup for front office Help cover phones/greeting visitors	20 %
Support for Director & Associate Directors Maintain paper files Maintain attendance lists Reserve meeting rooms and arrange for food, etc.	15 %
Filing and maintain project files Maintain confidential employee records	15 %
Work with bargaining unit issues Job postings and overtime postings Phone calls to verify information	15 %
Other duties as assigned To include ordering office supplies	10 %

GENERAL RESPONSIBILITIES

- 1) Maintain regular and reliable attendance.
- 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- 3) Understand and comply with the policies of the College Staff Handbook.

- 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- 6) Protect confidentiality of College information.
- 7) Provide leadership to others through example and sharing of knowledge/skill.
- 8) Communicate with others in a courteous and helpful manner.
- 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Yes

No

Does this job have supervisory responsibilities? (place an "x" in the appropriate box)

Place an "x" in the appropriate box

If yes, how many?

Student Staff

Non-exempt X

Exempt

2

If "Student Staff" - Approximately how many total hours of student staff?

LEADERSHIP:

Do Not Enter

Supervise/manage/direct the selection, training, development, and appraisal of personnel.

0 %

SUPERVISION RECEIVED

Do Not Enter

General Direction:

receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

0 %

EDUCATION

Degree/Diploma

Program of Study

Required/Preferred

Associates

Preferred

Additional Educational Requirements

EXPERIENCE

Do Not Enter:

Seven years or more

0 %

COMPUTER OPERATIONS

Do Not Enter:

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

0 %

CERTIFICATES, LICENSES, REGISTRATIONS

TRAVEL

Do Not Enter

Minimal Overnight travel (up to 10%) by land and/or air

0 %

ADDITIONAL INFORMATION OR QUALIFICATIONS

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

Under 1/3

1/3 to 2/3

Over 2/3

Analyzing information or data

X

Effective communication skills (written and verbal)

X

Composing & comprehending communication materials (written and verbal)

X

Establishing effective interpersonal relationships

X

Adjusting to changes (work load, environment, department structure, etc.)

X

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.

X

Making decisions of moderate to substantial consequence

X

Performing mathematical calculations X

Editing reports or technical materials

X

Planning and organizing (work load, schedules, events, etc.) X

Under 1/3

1/3 to 2/3

Over 2/3

Handle stressful, emotional and/or frustrating situations

X

Working with numerous distractions

X

Working under a time pressure and within timelines/deadlines

X

Coordinating work with others

X

Handling multiple assignments and priorities	X	
Completing work in an accurate manner		X
Concentrating - maintaining attention to details and tasks		X
Memory functions (remembering names, details and procedures)	X	

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X		
Walk	X		
Sit			X
Ability to walk up or down stairs			
Use hands to finger, handle, or feel			X
Reach with hands and arms			X
Climb or balance	X		
Stoop, kneel, crouch, or crawl	X		
Talk or hear			X
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds	X		
Up to 25 pounds			
Up to 50 pounds			
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Sedentary physical activity performing non-strenuous daily activities.	0 %

VISION REQUIREMENTS

	Do Not Enter
Close vision (clear vision at 20 inches or less)	0 %

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Outdoor weather conditions			
Work near moving mechanical parts			

Work in high, precarious places
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)
Toxic or caustic chemicals
Work with explosives
Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)
Risk of radiation
Confined Spaces

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0 %

TYPICAL NOISE LEVEL

Do Not Enter

Moderate noise (examples: business office with computers and printers, light traffic)

0 %

ADDITIONAL INFORMATION

Employee Statement of Understanding

As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my work and my presence contribute to the teaching and learning environment. I have read and understand the job description for my position and I am able to perform the essential functions of this position as stated. I agree to comply with college policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work environment or practices, sexual harassment, discrimination, or other misconduct to a supervisor or other designated college official. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources promptly.