

WOOD COUNTY

Job Description

JOB TITLE: Office Manager – County Judge’s Office

PAY GRADE: Group/Step Position 7-1 @ \$22.19 Per Hour
FLSA; non-exempt

OBJECTIVE: To provide office management for office operations

ORGANIZATIONAL RELATIONSHIPS:

1. Report to: County Judge
2. Directs: None

GENERAL STATEMENT OF DUTIES:

Office Manager is to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness and communication.

Office Manager responsibilities include making office supplies arrangements, greeting visitors and providing general administrative support to overall operation.

The Office Manager should be able to ensure the smooth running of the office and help to improve office procedures and day-to-day operation.

ESSENTIAL FUNCTIONS/DUTIES: (to include, but not limited to)

- Serve as the point person for Office Manager duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
- Schedule meetings and appointments
- Maintain the office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Provide general support to visitors and callers
- Address employees queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- Proven experience as an Office Manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Hands on experience with office machines (e.g. fax machines and printers)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills with attention to repetitive recall and retention
- Excellent written and verbal communication skills
- Strong organizational skills in a fast-paced environment
- A creative mind with an ability to suggest improvements

PHYSICAL REQUIREMENTS:

- Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally
- Constant; use of computer and other office equipment;
- Frequent sitting, reaching, lifting, bending and twisting.

ADDITIONAL REQUIREMENTS:

- Must possess a high school diploma or GED equivalent;
- Must possess a valid Texas driver's license.

HOW TO APPLY:

Complete and return a Wood County application along with your resume to the Human Resources Office. Applications may be picked up in the Human Resources Office in the Courthouse Room 104, or printed from the Wood County website under the Job Posting tab.

Applications will be accepted until position filled.