OFFICE MANAGER

DEFINITION

Under general direction, to provide supervision to administrative office staff and to assist in handling community relations and the general promotion of the City of Montebello; to develop and create programs designed to raise community awareness of City services, activities, and programs; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating and overseeing the work of staff assigned to the City's administrative offices and with general responsibility for the organization, development, and completion of complex projects. Represents the City with the community, and advises community representatives on City policies and procedures. Develops and implements a variety of programs and events to promote the City of Montebello.

EXAMPLES OF DUTIES

Provides daily supervision, assigns and directs the work of staff assigned the City's Administration; participates in staff selection, training development and performance evaluation; prepares and monitors the budgets of the Department, i.e. City Council, City Attorney, City Administrator and City Clerk; reviews and compiles the reports and attached documents for the City Council agendas & prepares the extended agenda; creates a variety of promotional materials and programs which provide information regarding City services, activities, and programs to the community; plans, assigns and/or coordinates City-wide events with other City staff members; researches, writes or assigns a variety of articles for publications such as community and employee newsletters; writes or assigns press releases on various City policies, functions, and programs; operates a camera and takes photographs for various events such as ground breaking, dedications, etc.; coordinates, plans, and assists in the various exchange programs between the City and her sister cities; prepares or assigns proclamations; attends Council meetings; assists City Council members with speech writing and preparation of correspondence; coordinates special projects such as community surveys and special interest studies;

OFFICE MANAGER

EXAMPLES OF DUTIES (cont.)

responds to complaints; refers special concerns to the appropriate department and follows up as necessary; serves as liaison between the residents and the City cable TV station to solve billing or cable service problems; represents assigned functions with City staff and other governmental agencies as delegated.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of supervision and training
- Principles, practices, and techniques of community relations in a municipal government.
- Basic concepts of public administration in a municipal government.
- Basic concepts of graphics and design.
- Modern office methods, procedures and equipment.
- Computer applications.
- Correct English usage, spelling, grammar, and punctuation.
- Research methods and procedures.

and

Ability to:

- Coordinate and oversee the work of staff assigned to Administration
- Provide supervision, training and work evaluation for staff
- Develop and create programs which promote the City of Montebello.
- Write for publication
- Design and layout written material, graphs, and photographs to best present the information
- Demonstrate initiative and good judgment
- Prepare a variety of reports and presentations
- Research, collect, and analyze information related to public affairs and community relations
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations

OFFICE MANAGER

EMPLOYMENT STANDARDS - (cont.)

- Effectively represent the public service functions of the City with concerned individuals, community organizations, and other governmental agencies
- Establish and maintain cooperative working relationships
- Communicate effectively orally and in writing

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College coursework, preferably graduation from an accredited "two" year college or university with major course work in public administration, business, journalism, English, or closely related field.

Work Background: Three years of progressively responsible experience in government administration, public relations, or closely related area.

September 2005 (Res. #05-94)