

**Board of Park and Recreation Commissioners
Office Manager – September 2020**

Position Summary

Works under the supervision of the Assistant Director of the Board of Park and Recreation Commissioners of Morgantown (BOPARC). This position maintains office systems and supervises support staff (full-time and seasonal); organizes office operations and procedures, prepares payroll, official correspondence, assigns and monitors clerical functions. Maintains procedures for retention, protection, retrieval, transfer, and disposal of records; maintains office efficiency; oversees administrative and customer service functions and is responsible for the functions of program registration/facility rentals, administrative operating systems; utilizes QuickBooks for accounts payable and accounts receivable processes; serves as liaison to various outside employment and service providers (Service Plus, Man Power and others), processes new full-time and part-time employees; maintains payroll and benefit records, workers compensation process, and administers retirement contributions; enters budget and approved adjustments to the same; keeps management informed by reviewing and analyzing special reports and produces reports/information related to budget, finances, payroll, accounts receivable/payable and other business related needs.

A. Professional Knowledge and Skills

1. Maintains systems and processes related to the general day-to-day operations of administrative office, services and clerical staff.
2. Utilizes recreational software system and QuickBooks to maintain and administer program registrations, facility rentals, accounts payable/receivable, and payroll.
3. Assists with budget entry and approved adjustments, maintains records of fund transfers and other applicable employment data, such as benefit records, retirement contributions, workers comp claims, unemployment records, sales, refunds, and other administrative documentation.
4. Ensures quality standards are met within the area of responsibility, reports issues and presents solutions.
5. Maintains a working knowledge of significant trends and developments in field.

B. Organizational Procedures, Expense Management and Accountability

1. Understands, enforces and upholds organizational policies and procedures.
2. Ensures administrative adherence to applicable employment laws, regulations, procurement policies, recordkeeping and reporting.
3. Maintains an effective and secure record keeping system for master contracts, personnel information, accounting documents and other significant records.
4. Follows organizational procurement guidelines, including three-price documentation where applicable and presents documentation in a timely manner.

C. Leadership, Communication and Working Relationships

1. Demonstrates quality in areas of analysis and judgment.
2. Exhibits responsiveness to customers, other organizations and community partners.

3. Maintains an effective, accountable staff within area of responsibility and confronts difficult situations and solves problems in a creative, complete manner.
4. Delegates tasks and authority appropriately to ensure achievement of division goals.
5. Initiates a working supervisory role when appropriate in order to ensure operational readiness and successful completion of administrative tasks and projects.

D. Community Collegiality

1. Maintains productive relationships with other governmental departments/entities
2. Serves as an effective spokesperson for organization within area of responsibility and/or as requested by supervisor and/or ED.
3. Performs related work and duties as needed or assigned by supervisor and/or ED.
4. Promotes an image of professional, courteous service as a representative of the City of Morgantown and BOPARC.

Equipment Used

Computer, AV equipment, telephone, copier, applicable software and technology such that may be specialized equipment used in administrative functions.

Physical/Mental Demands and Position Surroundings

This position spends large portions of the workday performing duties in front of computer monitor, sitting at a desk or table. Occasional activities may require fine eye to hand coordination and some lifting of objects weighing anywhere from 20 lbs. to 50 lbs. may be required. Position periodically travels outside of the office environment to various locations such as City Hall, bank, post office. This position requires the ability to interpret data, formulate complex decisions, and communicate effectively both verbally and in writing.

Required Qualifications

- Requires a Bachelor's Degree in Administrative Management, Business Management or other related and relevant field of study.
- A minimum of five years of experience in an administrative management position at a parks and recreation agency or similar environment.
- Working knowledge of general accounting functions, payroll procedures, office management.

Desired Qualifications

- 10+ years of experience in a capacity as described under Desired Qualifications.