

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Office Manager (6 Positions)
DEPARTMENT City Wide
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Department Director

SALARY RANGE: \$17,715-32,206 (J)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: City Wide

GENERAL PURPOSE

Performs a variety of administrative and complex clerical duties related to planning, organizing, and managing work flow, operating procedures and secretarial services for high level office and for provision of secretarial services for all divisions of a department, including boards and commissions; may be responsible for overseeing Council, board or commission duties including preparation of agenda materials and minutes.

SUPERVISION RECEIVED

Works under the general supervision of an assigned department head.

SUPERVISION EXERCISED

Provides close to general supervision to Administrative Assistant, Secretary or other assigned clerical support staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Plans, organizes and manages the work flow of a high level office; delegates work and assigns duties, and supervises secretarial staff. Provides direction to secretarial staff of all divisions of department.

Performs administrative and complex secretarial duties, including preparation of both routine and confidential correspondence; and composes various correspondence; prepares meeting materials and packets for executive, board or commission review and decision making; maintains executive and administrative calendar.

Establishes and maintains files; maintains suspense systems for Department Director and follow up on correspondence and reports; logs and schedules meetings; coordinates preparation of agenda materials, takes and transcribes minutes of meetings, and prepares and composes follow-up correspondence; plans and arranges for in-state and out-of-state travel.

Greets visitors and officials to office; provides accurate information and/or directs to appropriate individuals or departments; screens telephone calls for Department Director, handles problems, requests and complaints as authorized; keeps Department Director apprised of actions taken; coordinates appointments for Department Director and schedules meetings based on knowledge of his/her preference and personal schedule; logs and tracks incoming documents requiring special processing and signatures.

Collects data from other departments and divisions within Department and, other sources and prepares special reports; prepares correspondence for Department Director based on knowledge of program objectives and personal involvement; assembles required backup data for reports and/or correspondence; may assist in preparation of public information material.

Prepares annual budgets; controls and reconciles expenditure and revenue budgets, maintains records, creates reports; utilizes city budget process, purchasing procedures and personnel rules and regulations; reviews and approves department purchase orders and requisitions; creates purchase orders for divisions, assists in monitoring enterprise or general funds to assure adequate cash flow and assure compliance with fiscal guidelines; prepares requests for proposals (RFP's), reimbursement requests, BAR's.

Develops pertinent accounting and related data in preparation of reports and statements; participates in the analysis of departmental problems and makes recommendations for methods and processes to resolve the same.

Functions as a member of management team to ensure department operations; assists in interpreting departmental and administrative policies and procedures to internal and external customers; may participate as a member of management negotiating team.

Participates in the recruitment and selection process, interviews job candidates, recommends hiring; plans, assigns, supervises and evaluates the performance of staff; provides direction, training, follow-up and support to employees; determines training needs and takes appropriate administrative actions; makes recommendations effecting employment status including retention, advancement, discipline and discharge.

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Oversees general departmental compliance with established city rules, regulations, policies and departmental operating procedures.

Tracks Director's assignments to subordinates to assure they are completed in a timely manner.

Processes timesheets.

Acts as department's H.R. liaison in regards to P.A.'s and disciplinary actions.

Participates in the delivery of special projects, programs or services offered by the department to the community and target patrons; sets up registration processes, takes applications; hears and resolves complaints from citizens; serves as a member of various committees or commissions as assigned.

Performs related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from High School or equivalent;

AND

Six (6) years experience in progressively responsible secretarial duties as described in job duties and responsibilities; one (1) year of which must have been in a lead or supervisory capacity;

OR

An equivalent combination of education or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of accounting principles and practices, including the keeping of financial accounts, records and the preparation of reports/presentations; computer software, including word-processing, spreadsheets, and special applications; of modern office practices and procedures and equipment; of the rules and regulations related to the tasks performed.

Some knowledge of effective supervision and performance management.

Skill in effective verbal and written communication and interpersonal relations, and in interacting with the public. Skill in mathematical computations. in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and City residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to maintain confidentiality; multi-task; develop and maintain a record management system; procure and maintain supplies and purchases; analyze and interpret various records and reports; resolve routine administrative problems and make standard adjustments; weigh circumstances leading to independent decisions involving accurate judgment; operate various types of standard office and accounting equipment such as 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; operate dictating equipment; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public; work under stress caused by deadlines and severe time constraints.

SPECIAL QUALIFICATIONS:

None.

WORK ENVIRONMENT:

Employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as sit for long periods of time, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting which may involve moderate physical demands. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details,

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verbal instructions, emotional stability, discriminating thinking and creative problem solving. Work is performed in an office setting with exposure to VDT's and CRT's. Requires sitting for long periods of time. Must be able to lift 25 pounds. . Irregular hours may be required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.