

Job Description

Job Title: Office Manager

Prepared By: David Gertsch

Classification: Part-time

Prepared Date: August 21, 2018

Department: Planning

Approved By: Human Resources

Reports To: Planning Director

Approved Date: 8/21/2018

Location: 1002 South 3rd Street

FLSA Status: non-exempt

Job Summary

This position is responsible for administering many of the day-to-day operations of the Planning Department. Some of these responsibilities include working with the public in-office and on the phone, handling the scanning and record requests, keeping a supply inventory, tracking revenues, preparing vouchers for expenses, preparing the department's payroll, and scheduling building/equipment maintenance. This position also assists the Planning Director, the GIS Director, and other staff members with administrative tasks. In addition, this position is responsible for accepting and reviewing zoning certificate applications. Direct supervisor is the Planning Director.

Essential Duties and Responsibilities

- Completes revenues and ensures cash handling policy is being followed.
- Schedules maintenance for the building and office equipment.
- Inventories and orders office supplies.
- Prepares vouchers for office expenses.
- Prepares the department's payroll.
- Accepts and reviews zoning certificate and other permit applications.
- Work closely with applicants to ensure compliance with County regulations.
- Interpret and explain County zoning regulations to the public.
- Work closely with other staff to provide them information pertinent to their duties.
- Filing and other clerical duties.
- All other duties as assigned.

Qualifications/Requirements

- High School Diploma/GED required.
- Bachelor's degree or a combination of education and experience that shows competency in managing office activities.
- Experience using office equipment
- Must possess or be able to obtain a Wyoming Driver's License and have a good driving record.
- Knowledge of filing systems (digital and paper).
- Knowledge of Microsoft Office applications and other office related software.