



Job Specification

Job Title: Office Manager
BCAT Code: 505X BA
Pay Grade: G10

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs administrative and/or supervisory duties in managing an office and staff.

Examples of Duties

- Manages the general administrative and support functions of the office.
- Supervises lower level clerical and administrative staff.
- Coordinates personnel functions for the office such as posting vacancies, hiring staff, etc.
- Coordinates administrative function of the office such as producing the schedule of classes, etc.
- Assists administrative staff with typing, filing and other duties as needed.
- Coordinates work flow of the office.
- Investigates and resolves complaints concerning office operations.
- Maintains department keys, copy equipment, etc.
- Coordinates office functions such as award ceremonies and other special events.
- Processes payments.
- Maintains department purchase forms.
- Develops office policies and procedures.
- Orders office supplies.
- Assists with special projects for professional staff as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of general office policies and procedures.
- Knowledge of office equipment.
- Knowledge of computer software and operation.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards

Bachelor's degree; or a high school diploma or GED and two years of administrative or office experience; or a combination of education and experience. Light typing may be required for some positions. Supervisory experience may be required for some positions. A skilled typing requirement (above 40 wpm) cannot be required or preferred for this job title.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.