

OFFICE MANAGER

Job Description

RESPONSIBILITIES:

Specialized administrative work in directing the personnel, finance, budget, and business administration activities of the Construction Industries Board. The Office Manager is the official representative of the agency when interacting with state administrative control agencies in the areas of personnel, payroll, finance, budget, and other business related areas. The specific duties and responsibilities may change or be increased as assigned and include, but are not limited to:

HUMAN RESOURCE DUTIES:

- Presents recommendations for salary changes, promotions, terminations, and other personnel related actions.
- Interviews, or coordinates interviews, of candidates for employment; analyzes qualifications, checks references, and makes recommendation for employment; provides new hires with employment information and office procedures.
- Maintains personnel records and any additional records which reflect the current work assignment, organizational location and classification of each position; recommends needed organizational changes; oversees employee recognition program for years of service, and oversees application of various benefit programs for employees.
- Administers and oversees the Performance Management process.
- Maintains a current knowledge of State Personnel policies, procedures, laws, rules, and regulations. Supervises the administration of the agency's personnel program in carrying out the rules, regulations, and policies under which it operates. Proposes policies and procedures for agency Personnel and Policy Manual.
- Responsible for timely filing completed reports as may be required under state law or regulation including: PMP Report, etc.
- Acts as Employee Benefits Coordinator; Insurance Coordinator (for functions not otherwise performed by OMES); Retirement Coordinator; ADA Coordinator; Workers Compensation Representative; Record Retention Coordinator; Agency Risk Management Coordinator and Representative; EEOC Representative; liaison with the Office of Management Enterprise Services and all divisions (Capital Assets Management, Employees Group Insurance, Human Capital Management) OPERS, and other state agencies in matters involving personnel, payroll, insurance, or any other personnel operation.
- Oversees supervision of office staff management including: resolution of issues, timely responses to questions submitted to web page for feedback, attendance to ensure presence of sufficient staff at all times, etc.; coordinates meetings and agenda for office and field staff meetings as necessary.

FISCAL/BUDGETARY DUTIES:

- Regularly reviews and analyzes financial information and conducts cost analysis and financial projections to estimate future expenditures and revenues, and establish and maintain realistic budget goals; makes recommendations on budget proposals, changes in expenditures, changes in program goals, workloads, staffing patterns, funds distribution and other areas.
- Analyzes revenue and expenditures and other financial data, comparing budget to actual, for monthly evaluation and report of financial position to Administrator, including funds available for expenditure.
- Develops, updates, and administers the annual budget throughout the fiscal year. Drafts the Budget Request and oversees the Budget Work Program, continually monitoring the Budget Work Program through OMES.
- Develops and implements new or expanded internal budgeting systems, compliance procedures and other procedures to enhance audit performance and reduce risk.
- Plans, organizes and directs agency business functions; assists OMES in maintaining accounting procedures, fiscal reporting requirements, budget, and accounting functions including developing bid specifications.
- Responsible for: administration of payroll, time/travel/leave regulatory compliance, collecting and filing with OMES all employee information needed for payroll including time, travel, and leave, and coordination of travel arrangements for staff for training and licensing industry conferences.
- Oversees payment of invoices and other expense vouchers, requisitions for supplies, materials and equipment; maintains records of agency property and inventory list; schedules repair and maintenance of office space and equipment.
- Oversees all aspects of payroll, travel, insurance, procurement, Accounts Payable, and GL accounting, and annual budget. This includes the day to day management of funds and daily cash receipting.
- Prepares pricing/expense analysis and revenue projections for various projects and for strategic decision making process by the Administrator and CIB. Prepares *ad hoc* financial reports as requested by the Administrator.
- Responsible for timely filing completed reports required under state law or regulation including Risk Management Assessment, Record Retention Plan, Budget Request, Budget Work Program, Strategic Plan, etc. and other reports.
- Liaison to Office of Management Enterprise Services and all divisions (Capital Assets Management, Employees Group Insurance, Human Capital Management) State Auditor and Inspector, Lessor (Shepherd Mall) and others in matters involving payroll, budget, audit, or any other business operation.