

East Kern Health Care District

DRAFT: Job Description

Office Manager



Job Title:	Office Manager	REPORTS TO:	Board of Directors
Hours of Work:	Varies Based on Job needs On-Call Requirements	Schedule:	Approximately 16-20 hours per week
Location:	District Office	Travel Required:	As needed
Level/Salary Range:	\$17.00-\$25.00 /hr	Position Type:	Part Time
HR Contact:		Date posted:	
Applicant(s):		Posting Expires:	

Applications Accepted By:

PHONE OR E-MAIL:

eastkernhealthcaredistrict@gmail.com

760-373-2804 or 661-220-6100

MAIL:

East Kern Health Care District

8101 Bay Avenue

California City, CA 93505

Job Description

DEFINITION/SUMMARY:

THE **OFFICE MANAGER** OVERSEES DAY TO DAY OPERATIONS OF THE **DISTRICT**. THE INDIVIDUAL WILL ADMINISTER THE **DISTRICT** AND HAS EXCLUSIVE MANAGEMENT AND CONTROL OF THE OPERATIONS AND WORKS OF THE **DISTRICT**, SUBJECT TO APPROVAL BY THE **BOARD OF DIRECTORS**, AND PROVIDES DAY-TO-DAY LEADERSHIP FOR THE **DISTRICT**.

- **ATTENDS ALL MEETINGS OF THE DISTRICT BOARD, AND SUCH OTHER MEETINGS AS THE BOARD SPECIFIES FROM TIME TO TIME.**
- **EMPLOYS SUCH ASSISTANTS AND OTHER EMPLOYEES AS IS DEEMED NECESSARY FOR THE PROPER ADMINISTRATION OF THE DISTRICT AND THE PROPER OPERATION OF THE WORKS OF THE DISTRICT.**
- **MAINTAINS A CORDIAL RELATIONSHIP WITH ALL PERSONS ENTITLED TO THE SERVICES OF THE DISTRICT, AND ATTEMPTS TO RESOLVE ALL PUBLIC AND EMPLOYEE COMPLAINTS. SHOULD ENCOURAGE CITIZEN PARTICIPATION IN THE AFFAIRS OF THE DISTRICT.**
- **SEEKS TO CARRY INTO EFFECT THE EXPRESSED POLICIES OF THE BOARD OF DIRECTORS, INCLUDING PLANNING THE SHORT, MEDIUM, AND LONG-TERM WORK PROGRAM FOR THE DISTRICT, FACILITATING CONSTRUCTIVE AND HARMONIOUS BOARD RELATIONS. SHALL TRANSLATE THE GOALS AND OBJECTIVES OF THE BOARD TO THE COMMUNITY.**
- **SHALL PREPARE AND MANAGE THE DISTRICT BUDGET, CONDUCTING STUDIES, MAKING ORAL AND WRITTEN PRESENTATION.**
- **WILLING TO MEET WITH CONTRACTORS, LIGHT CLEANING**

SUMMARY: THE **OFFICE MANAGER** WILL PROVIDE RECEPTIONIST DUTIES, TELEPHONE SUPPORT AND VARIOUS ADMINISTRATIVE WORK TO MAKE THE AGENCY FUNCTION PROPERLY. THIS INDIVIDUAL WORKS UNDER THE DIRECTION OF THE **BOARD OF DIRECTORS**, PER POLICY. THIS INDIVIDUAL WOULD ALSO BE IN

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TRAINING MODE FROM THE START TO LEARN THE OTHER RELATED FUNCTIONS, MANAGEMENT OF THE DISTRICT, WORKING WITH AN ELECTED BOARD AND EVENTUALLY GAINING THE FORMAL POSITION OF BOARD CLERK. THE POSITION HAS SIGNIFICANT OPPORTUNITY FOR AN UPWARDLY MOBILE INDIVIDUAL LOOKING FOR A CAREER. TRAINING WILL BE ENCOURAGED AND SUPPORTED AND LEARNING ON THE JOB WILL BE DAILY.

REQUIRED QUALIFICATIONS:

- **MUST POSSESS A VALID CALIFORNIA DRIVER'S LICENSE.**
- **MUST HAVE GOOD COMMUNICATION AND BE A MOTIVATOR**
- **UNDERSTANDS THE CHALLENGES OF RUNNING AN OFFICE.**

DESIRABLE QUALIFICATIONS:

- **POSSESSION OF A SPECIAL DISTRICTS ADMINISTRATION CERTIFICATE.**
- **THE ABILITY TO EFFICIENTLY PREPARE ANNUAL BUDGETS AND LONG-TERM REVENUE/OUTLAY PLANS.**
- **THE ABILITY TO EFFECTIVELY COMMUNICATE, BOTH WRITTEN AND VERBAL, WITH THE CONSTITUENTS AND OTHER AGENCY PERSONNEL.**
- **THE ABILITY TO MEET AND SERVE THE PUBLIC COURTEOUSLY AND EFFICIENTLY.**

ENVIRONMENTAL DEMANDS:

- **OUTSIDE: FROM TIME TO TIME WILL WORK OUTSIDE IN A VARIETY OF WEATHER CONDITIONS RANGING FROM SNOW TO +100°**
- **INSIDE: ALMOST ALWAYS WORKS INDOORS IN TEMPERATURE-CONTROLLED ENVIRONMENT.**
- **FUMES/GASES: EXPOSURE TO VARIOUS COLOGNES/PERFUMES, FUMES FROM PRINTING CARTRIDGES AND DUST FROM STORED SUPPLIES.**
- **NOISE/VIBRATION: OFFICE MACHINES.**

MENTAL REQUIREMENTS:

- **READING: READ LETTERS, REPORTS, MEMOS, MESSAGES, COMPLEX FINANCIAL DOCUMENTS, AND OPERATING MANUALS FOR OFFICE EQUIPMENT.**
- **WRITING: WRITES REPORTS, LETTERS, MEMOS, MESSAGES; FILLS OUT FORMS AND DOCUMENTS.**
- **MATH: ABILITY TO PERFORM SEMI -COMPLEX MATH AND ACCOUNTING CALCULATIONS. ABILITY TO APPLY CONCEPTS SUCH AS FRACTIONS AND PERCENTAGES TO PRACTICAL SITUATIONS.**
- **ATTENTION TO DETAIL: HIGH LEVEL CONCENTRATION AND ATTENTION TO DETAIL FOR EXTENDED PERIODS OF TIME REQUIRED PRODUCING REPORTS, CORRESPONDENCE, AND DOCUMENTS.**

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- **REPETITION:** ROUTINE DAILY WORK PRACTICES, INCLUDING KEYBOARDING AND OPERATION OF OTHER OFFICE MACHINES, FILING, ETC.
- **JUDGMENT:** ABILITY TO WORK INDEPENDENTLY, PRIORITIZE WORK AND MAKE DECISIONS REGARDING CORRECT APPLICATION AND IMPLEMENTATION OF WORK PROCEDURES. ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS, AND DRAW VALID CONCLUSIONS. ABILITY TO WORK FACE-TO-FACE WITH OTHERS AND FORMULATE APPROPRIATE INSTRUCTIONS TO ACHIEVE DESIRED GOALS.

SOCIAL SKILLS:

- ABILITY TO RELATE COOPERATIVELY WITH MEMBERS OF THE PUBLIC, AND DISTRICT PERSONNEL.

COMMUNICATION SKILLS:

- ABILITY TO QUICKLY ORGANIZE AND COMMUNICATE THOUGHTS ORALLY AND WRITTEN. ABILITY TO UNDERSTAND COMMUNICATIONS FROM OTHERS.

PHYSICAL REQUIREMENTS:

- THIS POSITION REQUIRES 6+ HOURS SITTING, 1-3 HOURS STANDING, WALKING, PUSHING, PULLING STOOPING, BENDING, KNEELING, GRASPING AND GRIPPING. FREQUENTLY REQUIRES 3-6 HOURS OF REPETITIVE MOVEMENTS, TALKING, HEARING, READING, WRITING, FILING, AND TYPING. RARELY REQUIRES CLIMBING OR TWISTING AND CRAWLING.

Reviewed By:		Date:	
Approved By:		Date:	