



The City Beautiful

City of Coral Gables Job Description

Job Title: Office Manager
Department: Public Works
Classification: 1029
Pay grade: 22E
FLSA: Exempt

Prepared Date: 03/2013

Approved By:

Carlos Hernandez
Elsa Jaramillo-Velez
Patrick G. Salerno

Summary

Performs a variety of administrative, office management and supervisory work within the Public Works Department. Responsibilities include directing and overseeing the activities of staff, organizing, coordinating and supervising the day-to-day business operations and budget. Supervises subordinate staff which may include: clerical assistants, secretary, and project coordinator assistant. Exercises considerable initiative and independent judgment under the general supervision of the Public Works Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises clerical and technical staff; issues discipline and takes other corrective measures as necessary. Plans and coordinates work flow, reviews assignments, trains staff, and conducts performance reviews. Ensures proper office coverage, oversees the department's phone system and supervises the department's payroll process.

Manages the department's personnel records; ensures proper processing for all personnel related forms. Administers processes for resolving personnel issues, including grievances, evaluations, and any related personnel issues.

Performs administrative assistant duties for the department Director and Assistant Directors. Creates and produces various tracking reports for procurement, budget expenditures and division performance. Schedules department administrative meetings for division supervisors, maintains minutes, correspondence and other records for all meetings.

Administers scheduling and records management for various advisory boards. Reviews for accuracy all board minutes. Administers Legistar records for the Department. Prepares commission agenda items for the Public Works Department and related support documents.

Assists in the preparation of construction contracts for execution, ensuring all applicable documents are included and approved. Coordinates reporting and monitors the progress of staff for capital projects.

Processes correspondence from the public and responds accordingly. Oversees compliance with public notice requirements for various projects. Coordinates with other City departments and external agencies to address citizen concerns and assure appropriate resolution. Coordinates the department's public meetings; ensures a sufficient inventory of materials and supplies for ceremonies and events.

Maintains inventory and assigns pool vehicles.

Under the direction of the Director, assists in the preparation of the department's budget and makes proper adjustments; approves expenditures and ensures proper account coding. Monitors operating budget balances for all divisions as part of the procurement process.

Administers procurement procedures; serves as the department liaison with the Finance Department, assures compliance with City procurement procedures and adheres to mandated requirements as per the City's Procurement Code. Purchases all office supplies, office equipment, makes P-Card purchases for the department. Reviews all invoices and requisitions through EDEN modules and approves when appropriate and investigates and resolves discrepancies in billing.

Administers the central records and filing system and manages public records retention, ensures proper management of department's records and abides by all applicable records retention schedules. Coordinates responses to public records requests.

Acts as a liaison with the Police Technical Services' staff to ensure proper personnel security access is given, makes badge replacement requests for personnel at 72nd Avenue. Maintains confidential security records, facility access records all and all security related requests.

Records various documents with the County as directed.

Responsible for handling public works related claims filed against the City; coordinates with the Human Resources Department's Risk Management Division and the City's insurance carrier in resolving said claims.

Performs research and manages special projects as directed.

Serves as the Public Works Department's notary.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

General knowledge of the principles, practices, and techniques of public works. Considerable knowledge of office practices, systems, equipment and including supervisory practices. Knowledge of departmental and office policies and procedures. Ability to prepare reports, and compile data, prepare and monitor budgets. Good oral and written communication skills; Microsoft Word, and Excel. Ability to work independently using good, independent judgment. Ability to develop policies and procedures and to problem solve. Ability to communicate effectively with co-workers, management, City Officials and the public. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs. Frequent walking. Occasional reaching above and below shoulders, and bending

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

An Associate's degree.

Extensive experience assisting senior executive carry out their duties.

Any appropriate combination of relevant education and/or work experience will be considered.