



City of Williamsport Job Description

Job Title: Office Manager, Community & Economic Development
Department: Community & Economic Development (CED)
Supervision: Director/Assistant Director of CED
FLSA Status: Non-Exempt/Hourly
Position Type: Full-time/Union
Pay Rate: \$36,210.27 Annualized (internal candidates) per 2019-2021 CBA
Date Created/Revised: 9/21/2021

POSITION SUMMARY

Under the general supervision of the Director/Assistant Director of Community and Economic Development, the Office Manager will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and task delegation and also assisting in research, data collection, program development, and administration of various Community and Economic Development Department initiatives.

The successful office manager is an energetic professional who doesn't mind wearing multiple hats. They are experienced in handling a wide range of administrative duties and executive support-related tasks and are able to work independently with little or no supervision. They are also well organized, flexible, and should enjoy the administrative challenges of supporting an office of diverse people.

ESSENTIAL FUNCTIONS:

Project Administration

- Assist in maintaining time accounting, grants accounting, file management system, and official records utilizing computerized systems.
- Focus on the development of tools and tracking systems for analysis and project management purposes.
- Assist as needed in preparing and maintaining detailed, complete, and accurate records for ongoing grants, sub recipient agreements, professional services agreements, cost sharing, and reimbursement agreements.
- Provide technical assistance to staff in maintaining records and recommend related improvements to business practices.
- Assist in preparation of reports, financial statements, requests for reimbursements, funds draw down requests, and documentation for grant certifications.
- Help co-author grant applications by providing financial data from a wide variety of databases and resources.
- Assist the Director and Assistant Director in the process and tracking of grants and projects utilizing project management software.
- Assist in coordination of and preparation for departmental meetings, summits, and special events. Attend meetings and events as necessary.

- Assist in complex purchasing tasks such as evaluating procurement options, preparing specifications, soliciting bids, and recommending vendor contract awards.
- Prepare Departmental Five-Year Project Plan for the approval of the Director on an annual basis.
- Maintain primary responsibility for grant compliance monitoring and all reporting activities.
- Directly interface with state and federal agencies' Project Managers and other project-related personnel. Examples are HUD, DCED, and DCNR.
- Work directly with partnerships for fiscal and administrative issues.
- Assist with projects' status, application intakes, waitlists, etc.
- Assist in material development and organization of various meetings including HARB.
- Complete other duties as assigned.

Operational Administration

- Assist in maintaining fiscal controls by preparation and processing of purchase orders.
- Identify, design, and prepare requests for approval of office function improvements, where necessary, and implement if approved.
- Assist in the preparation and management of annual operating and special revenue budgets and capital budgets for Director's approval; actively participate in and works closely with Director and Assistant Director throughout entire budget hearing process.
- Assist in the oversight of purchasing, maintenance of accounting records, and/or other fiscal and administrative functions subject to internal and external audits. Apprise Director and Assistant Director of any issues.
- Assist in review, analyzation, and preparation of financial statements for multiple departments and divisions as well as an extensive number of revenue and expenditure accounts.
- Utilize City's and HUD financial and software systems for financial records, reports and analysis.
- Act as liaison with other City fiscal and administrative offices and other officials regarding policies and procedures.
- Assist in development and/or negotiation of contractual agreements and fees with outside architects, engineers, consultants, and contractors.
- Compile and prepare reports to assist the Director and Assistant Director in determining staffing needs.
- Provide direct assistance to Director and Assistant Director as needed or assigned.
- Perform procurement activities for CED to include procuring direct request expendables and equipment for the various operating divisions.
- Review accounts payable vendor performance including, but not limited to, the following: accurate billing or quoted prices, timely delivery, and quality and quantity of materials and equipment.
- Produce invoices for CED receivables as needed.
- Assist in the collection of past-due accounts receivable.
- Promulgate administrative procedures for the department.
- Assist in completion processing of all confidential personnel documentation.
- Provide customer service to the public and city staff members.
- Receive phone calls, messages, and greet visitors; perform receptionist and clerical duties.
- Act as point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands.
- Type, copy, distribute, and mail miscellaneous letters, memos, minutes, resolutions, ordinances, and other documents as requested. Prepare miscellaneous documents for mailing and file various documents/forms.
- Other duties as assigned.

Additional Responsibilities

- Participate in meetings, trainings, and seminars for the purpose of conveying and/or gathering information required to perform the job functions.
- Assist Program Administrators and CD Specialist with back-up duties.

- Perform other related duties and complete projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform complex mathematical project budgets and grant cost-sharing allocations.
- Demonstrate the ability to analyze budgetary problems accurately and develop effective courses of action.
- Ability to interpret procedures and department policies and apply same to tasks.
- Possess good working knowledge and ability with spreadsheets, databases, accounting and word processing software programs.
- Ability to obtain working knowledge of state and federal grant procurement regulations, financial draw down policies, close out and auditing regulations, and financial reporting policies.
- Knowledge of office practices, procedures, and equipment.
- Ability to learn and apply City and RDA rules, policies, procedures, and functions.

EDUCATION AND EXPERIENCE

- Preferred: Associate’s degree in Business Administration or related field.
- Preferred: At least two (2) years of related experience.
- If not already experienced with working with grants and specialized software, possess a willingness to complete certification programs, which the department would pay for.

PHYSICAL REQUIREMENTS

- Must be able to sit at a desk for prolong periods of time using a PC work station.
- Must be able to lift up to twenty (20) pounds.
- Must be able to drive to various facility locations.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level; and twist body periodically throughout the day.
- Must possess sight/hearing senses so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS

- Will work alone, with others and around others.
- Will mostly in office setting with telephones, personal interruptions, and background noises.

ACKNOWLEDGEMENT

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of CED Office Manager for the City of Williamsport. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

Employee Signature

Date

Employee Name (print)