CLASSIFICATION TITLE: Office Manager 1	**CLASS NUMBER:** 10203	**FLSA:** Non-Exempt
AGENCY/DIVISION: Purchasing Department	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N9	**POSITION CONTROL #:** 023010
POSITION LOCATION: 373 S. High St., 16th FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Print Shop Supervisor (023000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Office Manager 1 classification is to supervise an assigned staff to ensure compliance with established policies and procedures.

JOB DUTIES:

Supervise all phases of print shop operations and personnel for the 3rd shift (e.g., process print jobs on equipment 13x8 inch sheet size or less, including close registration and color overlay, may plan work assignments with the 2nd shift supervisor, review work, and train print shop staff when needed). Supervise the 2nd shift print shop personnel during the absence of the print shop supervisor and when they work overtime into the 3rd shift. Assure that the print shop work areas and equipment are safe and clean. Responsible for closing and securing equipment after work hours. May assist with print shop procedure development.

Function as a skilled operator of all digital copiers within the print shop and is responsible for preparing county publications. Ensure the copiers are loaded with adequate toner, staples and paper and perform test runs to ensure registration and color is correct. Monitor copier operation and respond to machine errors and printing quality problems. Print requested number of publications to stated specifications. Responsible for the daily delivery of processed case files for the Clerk of Courts at the end of the shift. Perform pre-press duties to include typesetting (e.g., Indesign, Microsoft Office, Photoshop, etc.). Operate bindery equipment on a needed basis (e.g., fold, perforate, score, cut and/or bind finished publications, paper folders, paper cutters, paper drills, stitch binders, GBC spiral binders, fast back binders, booklet maker/collators, etc). Estimate job cost (e.g., finished weight, quantity and process artwork, composition, presswork bindery operations and special features). Prepare specifications, and assist in maintaining the master filing system for all printed county forms. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee development; supervision; safety practices; office management; office practices and procedures; agency policies and procedures. Skill in word processing; equipment operation. Ability to deal with problems involving few variables in familiar context; interpret variety of instructions in written, oral, picture or schedule form; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three years office administration or clerical experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Effective Date:_____

<u>Acknowledgement of Receipt</u>:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____   _____   _____

Employee Name   Employee Signature   Date