Position Description
City of Terre Haute

Office Manager

Department: **Engineering**

Reports To: **City Engineer** **Content Revision Date: 6/12/2020**

FLSA: **Exempt**

Summary:

This individual is responsible for performing various office management activities.

Position Responsibilities (include but are not limited to the following):

- Maintenance of general office files (updating and managing consultant information files; long term storage of old file; destruction of files no longer needed)
- Maintenance of employee files (daily employee service records; employee time record and monthly balance; daily attendance sheet; timesheets)
- Management of permitting and registration
- Assistance to inspectors in performing duties
- Management of office maintenance activities such as cleaning, decorating and minor repair
- Purchase of all forms and supplies for the office
- Management of the purchasing and maintenance of departmental equipment, including vehicles
- Notarize paperwork for City offices and for the general public
- Manage of the city engineer's schedule (appointment setting)
- Keeping of records of Board of Sanitary Commissioners
- Assist all customers and outside contractors that come into office or over the phone
- Manage Engineering Department portion of the City website
- Perform all aspects of payroll processing

Knowledge, Skills, and Abilities Required:

- Must be detailed oriented and organized
- Above average verbal and written communication skills
- Must be able to work well with others

Minimum Qualifications:

Education/Training: High School Diploma or equivalent

Experience: Substantial office management experience

Working Conditions: Office setting

Physical Requirements:

- Ability to hear and see within normal range
- Ability to sit for extended periods of time