



"Let your opportunities grow with Tehama County!"

## Office Manager II

### JOB DESCRIPTION

#### ABOUT THE DEPARTMENT:

The mission of the Tehama County Public Works Department is to provide high quality services, products and protection of County infrastructure through design, construction and maintenance in an efficient, effective and safe manner for the people of Tehama County. The department currently employs approximately 65 dedicated employees. Divisions within the department include: engineering, surveyor, land development, flood control, water resources, sanitation, and real property services and the administrative division which includes personnel and finance. The department is undergoing a review of policies and procedures as well as enhancing its abilities to deliver projects.

#### DESCRIPTION:

This position performs a variety of complex and confidential office administrative, project coordination, and management support work. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of departmental activities, and the ability to conduct independent projects. This position is responsible for coordinating the business functions of the department including fiscal processing and report preparation.

#### IDEAL CANDIDATE:

The ideal candidate must have the ability to provide high level administrative support to the Director of Public Works and Assistant Director of Public Works. The incumbent must also have the ability to communicate effectively and work cooperatively with staff, peers, and members of the public. Previous experience with a government agency is highly desirable.

#### EXAMPLE OF DUTIES:

Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, preparing contracts and agreements, attending meetings, purchasing supplies, arranging for purchase and maintenance of office equipment, and maintaining supply and equipment inventory. | Oversees, coordinates and supervises to ensure that office administrative functions of the department are effectively carried out, including the maintenance of multiple calendars and coordination of the schedules of management and administration staff. | May direct the work of other office support staff on a project or day-to-day basis. | Answers questions from, transmits information to, and

provides office administrative support to County staff, external agencies, and the general public. | Receives and screens visitors, telephone calls, emails, and regular mail. | Provides information and resolves issues for management staff, which often requires the use of judgment and the interpretation of policies, rules, and procedures. | Organizes, coordinates, and oversees a variety of departmental functions and events. | Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, public relations documents including press releases, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling. | Performs accounting and financial office support work, including assistance with budget preparation, implementation, and monitoring, grant administration, and preparation of various financial reports. | Performs personnel related functions within the department, including preparing and/or maintaining personnel records, training, evaluations, recruitment assistance, new hires, workers' compensation, and various reports as required. | Performs other duties as assigned.

#### KNOWLEDGE OF:

Principles and practices of data collection and report preparation | Modern office practices, methods and equipment | Computer applications related to the work | Principles of business letter writing | English usage, spelling, vocabulary, grammar and punctuation | Record keeping principles and procedures | Basic bookkeeping and accounting practices including County budgeting and financial operations

#### ABILITY TO:

Perform responsible clerical support work with accuracy, speed and minimal supervision | Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities | Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines | Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines | Maintain high

personal standards of ethics and integrity | React calmly and professionally in emergency, emotional and/or stressful situations

#### EDUCATION & EXPERIENCE:

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of twelfth (12th) grade and supplemental training or coursework in secretarial skills, business administration, or computer applications related to the work. An associate degree is highly desirable.
- Two (2) years of administrative support work involving the supervision of others.

*Other combinations of education & experience may be considered.*

#### LICENSE & SPECIAL REQUIREMENTS:

- Requires a valid California driver's license.
- May require DOJ and FBI fingerprint clearance.

**Application Deadline:  
September 26, 2019 at 5 PM**

{ See other side for position details and benefit information. }

## POSITION DETAILS

### POSITION

Site: Tehama County Public Works

Job Type: Full-Time

*The department currently has one (1) vacancy.*

*In addition, Tehama County is establishing an eligibility list to fill future vacancies for an Office Manager II, as well as subsequent vacancies which occur during the life of the eligibility list.*

### SALARY

(A-E Steps)

**Range 64:** \$3,945/mo. - \$4,810/mo.

Annual salary step increases (A-E) based upon satisfactory performance and completion of one (1) year and 2,080 hours.



### BENEFITS

- Approximately 80% of the premium for medical, dental, and vision plan is paid by the County. The current employee rate, as of January 1, 2019, is \$181.63/mo. (EPO plan). The plan covers the employee and all eligible family members.
- \$30,000 Life Insurance Plan for employees
- A retirement plan through CalPERS.
- A deferred compensation retirement savings plan is available to employees with a contribution match from the County up to \$60/mo.
- 96 hours of paid vacation (increases upon continuous years of service). 96 hours of paid sick leave. 13 paid holidays plus one 8 hour personal holiday.
- An Employee Assistance Program is provided to all employees and employees' family members at no cost.

### APPLICATION PROCEDURE

To apply, scan this QR code with your QR code reader app – Search this job title – Click Apply in the top right corner!



Or visit <http://jobs.tehama.us>

**For questions about this recruitment contact:**

**Nichole Bethurem**

530-385-1462 x 3045 [nbethurem@tcpw.ca.gov](mailto:nbethurem@tcpw.ca.gov)

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