OFFICE MANAGER
JOB DESCRIPTION
Grade EE

The Office Manager is an exempt full time position and is an integral part of the Authority’s management team. The Office Manager is responsible for all administrative and financial records; human resource management; maintenance of files; acquisition of and maintenance of information technology and other office equipment; reporting requirements; and various licensing/permitting requirements.

RESPONSIBILITIES (include, but are not limited to the following)

- Acquires, creates and supervises systems for record maintenance for Authority records/files, manual and computerized, including the Authority's scale program and all financial records.
- Oversees all financial accounts, accounts payable/receivable, payroll and Authority investment accounts. Supervises office employees, including but not limited to the Executive Secretary and all Administrative Assistants, and provides for a smooth and efficient office work environment.
- Manages day-to-day Authority front office activities, including but not limited to determining office equipment and supply needs and necessary purchases of office equipment and supplies.
- Manages all reporting and permitting requirements, required by local, state and federal regulations.
- As directed by Authority management, assist the Recycling Coordinator and Assistant Recycling Coordinator with grant requirements including but not limited to reports, disbursements and audits.
- Oversees the acquisition, maintenance, set-up and upgrades of Authority office equipment, including but not limited to copiers, audio-visual equipment, computers, printers, cell phones and any associated upgrades of hardware and software.
- Acts as the liaison between the Authority and its information technology, banking, auditing, accounting, insurance, benefits and other consultants as directed by Authority management.
- Makes recommendations to Authority management concerning the need for staffing or the retention of additional consultants where necessary for the efficient management of the Authority's finances and front office operation.
- Trains staff/new employees of the Authority's front office (or other departments, when directed by Authority management) in the use of all office equipment including computers and cell phones.
- Conducts new employee orientation regarding personnel policies, benefits, equipment and the implementation of established procedures relative to the hiring/termination of employees.
- Oversees the management and updating of the Authority’s Personnel Policies.
- As directed by Authority management, assists Authority staff in project coordination (for example, the Office Manager may act as liaison with contractors, consultants, or the Authority’s solicitor with respect to certain matters).
• Oversees the Authority’s employee benefits program, retirement plans and insurance and risk management programs and evaluates any proposed changes.
• Oversees the creation and submission of all reports required by local, state and federal agencies with respect to Authority operations/permits, as necessary.
• Oversees interaction with customers concerning accounts, billing and inquiries/complaints concerning Authority services.
• Responds to written/oral/electronic inquiries relating to the business functions of the Authority and assists the public as necessary.
• Provides recommendations to Authority management on investment strategies for Authority funds, cost effective and environmentally preferable purchasing practices and information technology upgrades.
• Attends monthly Authority board meetings, and other meetings as assigned by Authority management.
• Other duties as assigned by the Executive Director and/or Deputy Executive Director/Recycling Coordinator.

JOB REQUIREMENTS

• Degree from a recognized college or university in business administration or an environmental field. Additional work experience may be substituted for degree requirements.
• Three to five years’ experience in supervisory position, preferably in management.
• Demonstrated ability to coordinate projects with others on the management team.
• Detail oriented.
• A working knowledge of computer hardware/software.
• Must possess a valid PA driver’s license.
• Must obtain PA Professional Recycling Certification, a weighmasters certificate and notary public certification within two years of hire date.