



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Office Manager 2 **PCN:** 106080
(Non-Bargaining)

DEPARTMENT/LOCATION: Clerical Support/East Opportunity Center **P.R.:** N11

REPORTS TO: Administrative Officer

RESPONSIBILITIES: Provide direct supervision to clerical support personnel. Train staff, assign tasks, monitor task completion and quality of work, evaluate staff performance, and develop corrective action plans. Make recommendations on hiring and disciplinary actions. Develop, implement, and monitor necessary procedures to accomplish the work of the clerical support unit. Organize, plan, attend and/or conduct meetings. Approve timesheets, leave forms and requests. Investigate problem situations. Determine resources necessary to accomplish unit objectives while also monitoring necessary procedures to accomplish work goals of the clerical support team. Complete and evaluate unit operating reports to monitor worker performance and assist in determining appropriate staffing levels. Conduct individual worker conferences and group meetings to instruct and share information.

MINIMUM QUALIFICATIONS: High School diploma or GED with three (3) years of office management experience; or any equivalent combination of training and experience.

STARTING SALARY: \$19.58 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Thursday, October 13, 2016

DEADLINE TO APPLY: Wednesday, October 19, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

-EOE-