

Classification Specification Developed for Equal Opportunity	Class Title: Office Manager 1	BGSU Pay Grade: 8
	Major Agencies: County Offices, Universities	Code: 16821
		Jurisdiction: Cnty., Univ.

Function:
Under general supervision from administrative supervisor, provides direct supervision to 6 to 15 office personnel performing clerical functions & develops & implements routine procedures for clerical function of work unit of office (i.e., assumes responsibility for total clerical function & work flow of assigned office);

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	48-68	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., six to fifteen clerical employees); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) employee training & development, (3) office practices & procedures, (4) interviewing*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) interview job applicants effectively, (7) gather, collate & classify information about data, people, or things, (8) establish friendly atmosphere as supervisor of work unit, (9) calculate fractions, decimals, & percentages
2	19-39	Develops & implements routine procedures for clerical function of work unit or office (i.e., assumes independent responsibility for total clerical function & work flow of assigned office).	Knowledge of 1, 2, ability to 7, 8.
3	8-18	Independently perform clerical functions (e.g., gathers data & prepares reports, searches files).	Knowledge of 3; ability to 5, 7, 9.

Unusual Working Conditions:	Minimum Class Requirements: Ability to calculate fractions, decimals, percentages & read & write common vocabulary plus; 6 mos. clerical experience & 4 mos. training or experience in supervision or equivalent.	* Developed after employment
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