

# Portage Park District

## Position Description

**POSITION TITLE:** Office Manager

DEPARTMENT: Administration

SUPERVISOR: Executive Director

FSLA STATUS: Exempt

HOURS: Full-Time; flexible

PAY RANGE: \$18-\$30.00/hour

**ABOUT PORTAGE PARK DISTRICT:** The Portage Park District is a countywide government agency governed by a 5-member, unpaid park board. It operates over 2,400 acres of parkland in 7 open parks, as well as 17 miles of hike and bike trails across Portage County. There are currently 11 full-time and 5 part-time staff positions. Learn more at [www.portageprkdistrict.org](http://www.portageprkdistrict.org)

**POSITION SUMMARY:** Employee is responsible for general office administration, supporting the Executive Director and senior staff in the areas of public reception and routine communications; records management; contract and permit administration; purchasing, payroll and financial reporting. All Park District positions are at-will, non-civil service classified.

**POSITION REQUIREMENTS:** *this position minimally requires the following:*

**CERTIFICATES OR LICENSES:**

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners. Insurable/Bondable

**EDUCATION AND /OR EXPERIENCE**

Any combination equivalent to high school graduation and five (5) years of high-level administrative work experience is required. Two or four-year college degree in Administration or related area is preferred. Experience working for a public agency in a similar capacity is preferred.

**ESSENTIAL JOB DUTIES:**

**General Office Administration**

- Receives and responds to general public inquiries via telephone, email, postal mail or in-person.
- Interfaces with other Portage County agencies as necessary, including Portage County Auditor, Treasurer, Human Resources Department, Internal Services, Health District, etc. Assists Portage Park District Foundation with sponsored activities.
- Assists other Park District departments as necessary. Supervises occasional interns and volunteers.
- Develops and implements a standardized data and records management system for digital and physical files for overall Park District records compliance responsibilities per Ohio Revised Code and auditing standards. Responds to public records requests. Maintains records of Board Meeting Proceedings, including taking and recording minutes, financial reports, resolutions and related materials.
- Assists Executive Director with project research, grant administration and in the preparation of proposals, contracts, lease agreements and grant reports. Maintains policies and procedures

manuals.

- Manages Park District leases and permits, both received and issued. Manages Park District subscriptions and memberships.
- Assists with recruiting and onboarding new staff. Assists department heads with procuring staff workshops, trainings and certifications. Manages payroll entry and tracking benefits with PCHR.

#### **Financial Management**

- Processes purchase orders, vouchers, invoices, vendor forms, pay-ins, etc., necessary for the receipt and disbursement of funds. Uses Portage County financial management system MUNIS.
- Manages Park District purchasing accounts with various vendors and suppliers.
- Manages inventory of office supplies and technology and maintains record of overall park district inventory.
- Assists Executive Director in preparation of annual tax budget, monthly and annual financial reports and providing information for the biennial independent financial audit.
- Maintains current records pertaining to departmental revenues and expenditures. Monitors purchase orders, contracts, receipts and expenditures and makes recommendations regarding budget transfers. Monitors park district purchasing and contracting activities to ensure compliance with applicable Ohio Revised Code requirements.
- Other related duties as assigned.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Support for the Portage Park District mission, and a willingness to convey support for that mission to the public through actions and speech.
- Emotional intelligence, maturity and skills to communicate in a friendly, professional manner with the general public representing all demographics, abilities and temperaments under varied circumstances.
- Ability to communicate effectively using standard business protocols and formats.
- Ability to work independently and organize, prioritize, plan and coordinate workload in in coordination with others.
- Ability to accurately judge completed work against quality standards, specifications, and governing regulations to ensure quality control.
- High degree of competence with the use of telephone and computer technology and the internet. High degree of competence with the use of computer software for implementing duties, including Microsoft Office, (Word, Excel, Outlook, Powerpoint, Publisher and Access), and with training, the Portage County financial accounting system (MUNIS).
- Basic mathematical skills, knowledge of bookkeeping and public record keeping principles.
- Ability to understand financial statements and budgets.
- Ability to maintain multiple and/or complicated records and prepare accurate reports.
- Excellent organizational skills and accuracy in working with details. Ability to understand and follow detailed instructions.
- Ability to exemplify the highest ethical standards of professional and personal conduct.
- Other: A pre-employment Background Check and Drug Test are required.

#### **PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT**

- Work involves moderately complex, varied, non-standardized tasks, processes and operations generally following established laws and procedures that requires analytical skills and judgement
- Employee works mostly inside with little exposure to adverse environmental conditions. Work may entail assisting with special events or other programs or meetings at outside locations. Employee

may be required to travel to parks throughout the District, and other offices and business.

- Work is described as sedentary work, which may require lifting up to fifty pounds occasionally. Incumbent performs the following physical activities: sitting, stooping, kneeling, crouching, pulling, lifting, reaching, using keypad, grasping, talking, hearing, driving and repetitive motions.
- The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land.

*The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.*

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#### ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date