

<b>City of Bastrop, Texas</b>	
<b>Position Title:</b>	<b>Effective Date: March 2021</b>
<b>Office Manager</b>	

<b>Department</b>	Bastrop Economic Development Corporation (BEDC)	<b>Pay Grade</b>	
<b>Division</b>		<b>FLSA Classification</b>	
<b>Immediate Supervisor</b>	BEDC Executive Director	<b>Employment Status</b>	Full Time

**Job Summary:**

This position serves as the executive assistant to the BEDC’s Executive Director. Under administrative direction of the Executive Director, performs administrative duties in supporting the daily operation of the BEDC office. Such duties include, but are not limited to, coordinating and attending meetings, assisting in budget development, preparing and posting agendas, and greeting the public. Employees in this class exercise considerable discretion in matters of a sensitive and confidential nature, and are capable of resolving a wide range of non-routine issues and concerns.

**Essential Job Functions:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

**Financial Responsibilities**

- Accounts payable
- Assist with annual budget preparation
- Reconcile staff expenses
- Maintain accurate inventory list of office equipment for finance department

**Executive Director Support**

- Act in the capacity of assistant to the Executive Director regarding schedules, appointments, travel, and other tasks as assigned
- Coordinate travel arrangements and registrations for director and other office staff members

- Track and maintain BEDC memberships/subscriptions
- Prepare weekly, monthly and annual reports
- Maintain a set of Standard Operating Procedures (SOPs) for the office
- Maintain a list of all passwords for professional organizations, vendors, etc.
- Maintain BEDC's contact list(s)
- Track grant program(s) when applicable

### **Board Support**

- Board meeting preparation, including the agenda and board packet
- Schedule the room(s) for board meetings; responsible for room set-up and tear-down
- Track board member attendance
- Prepare board meeting minutes
- Communicate with board members regarding board meetings and miscellaneous items as necessary
- Maintain board member Dropbox account

### **Office Management**

- Manage phones (i.e., phone calls and voicemails)
- Receive, sort and distribute incoming mail; prepare outgoing mail
- Maintain general upkeep of space, supplies and promotional collateral; office plants
- Manage staff members' calendars and coordinate with city department calendars for scheduling meetings
- Assist city staff with coordination of meeting times and locations between BEDC and city departments
- Maintain accurate filing system of materials and documentation
- Maintain adequate office supplies (e.g., copier paper and toner; coffee; various office supplies) by ordering online or shopping in-person, as necessary

### **Performance Criteria**

- Accomplishment of assigned tasks
- Timelines and accuracy of reports
- Ability to organize materials and statistical data
- Effectiveness in the maintenance and presentation of information
- Proficient use of PC and applicable software
- Quality of relationships with staff, partners and general public
- Effective telephone skills and information gathering techniques
- Effective and correct grammar and writing skills
- Professional appearance and decorum
- Contribution to overall goals of the organization

**Requirements****A. Training and Experience:**

High school diploma or GED, supplemented by three (3) to five (5) years progressively responsible administrative support experience that demonstrates the ability to function with considerable independence, and includes dictation and transcription of official minutes; prefer college level course work in advanced office support functions; or an equivalent combination of education, training, and experience.

**B. Knowledge, Skills, and Abilities:**

- Thorough knowledge of file and record maintenance principles and practices
- Thorough knowledge of modern office practices and procedures
- Considerable knowledge of a variety of modern computer software, and the application of such to a variety of functions within a municipal organization
- Working knowledge of principles of budget development and implementation
- Skill in both written and oral communications for effective expression of concepts
- Skill in keyboard tasks, taking dictation, and summarizing and preparing minutes
- Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with supervisor, support staff and other departments/agencies position interacts with
- Ability to analyze, organize and review work with efficient results and accuracy
- Ability to exercise discretion in matters of sensitive and confidential nature
- Ability to utilize a variety of modern office equipment, i.e., computers, copiers, calculators, scanners, etc.
- Ability to add, subtract, multiply, and divide; calculate decimals and percentages

**C. Physical Requirements:**

Some tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical requirements; tasks may require extended periods of time at a keyboard or workstation.

Some tasks involve frequent walking, standing, some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients for safe and/or productive operations.

**Signature/Approval**

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date