

## SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 0104 - Office Specialist 2	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 3/14/2013	<b>d. Position No:</b> H99863
<b>e. Working Title:</b> Office Manager	<b>f. Work Unit:</b> General Instruction
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Institute of Technology
<b>i. Employee:</b>	<b>Supervisor:</b> Valjean Newsome
<b>j. Work Location:</b> Klamath Falls (Klamath) - Oregon Tech (Building: Owens 143)	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> Yes

## SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

This position is one of nine General Instruction office manager positions in a cooperative support services operation comprised of nine offices located within five instructional buildings that house the School of Engineering, Technology, and Management (ETM), and the School of Health, Arts and Sciences (HAS). These offices come under the umbrella of the Provost and Vice President for Academic Affairs at Oregon Tech and provide secretarial support for approximately 110 full time instructional faculty and varying numbers of required part time and adjunct faculty. Course materials for classroom instruction, budget related activities for the instructional departments, and various department specific activities are assigned to and completed by the office managers.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

This position performs a wide variety of secretarial, clerical, bookkeeping, and general office tasks, utilizing computer software to meet the word processing, spreadsheet, graphics, and database needs of the instructional faculty and department chairs, typically within an assigned department, but may also be reassigned to other departments as the need for coverage arises. A general knowledge of agency operations as well as working policies and procedures used in the instructional area is required; specific knowledge related to FIS (Financial Information System) and SIS (Student Information System) is also required.

This position is located in Owens Hall 143. The work schedule for this position is predominantly 8 a.m. to 5 p.m., but may require working flexible hours on occasion.

## **SECTION 3. DUTIES**

### **a. Major Duties**

#### Classroom Materials Preparation (12%)

Types required classroom materials (exams, handouts, manuals, etc.) primarily from rough drafts or test banks, using a word processor to format documents according to instructions or established procedures; proofread documents for general clarity, punctuation, grammar, spelling, capitalization, and typographical errors.

#### Correspondence (5%)

Types correspondence (letters, memos, forms, etc.) including composition of same when of a routine nature using word processing capabilities and/or a typewriter.

#### Software Utilization (10%)

Utilizes a wide range of software applications to meet database, spreadsheet, and graphic needs of the instructional departments for recruitment and retention, for grant writing activities, and for the creation of manuals, handbooks, color slides, overhead presentations, and departmental newsletters and brochures.

#### Travel Arrangements (20%)

Prepares travel requests for in-state, out-of-state, and foreign travel using FIS and/or the Internet. Makes airline reservations and/or motel reservations and completes registration requirements as part of the process to complete travel accommodations for the instructional faculty; follows travels through to completion and prepares final reimbursement documents.

#### Purchasing (15%)

Processes purchase orders, journal vouchers, and encumbrances for the purchase of supplies and equipment and is also responsible for the invoicing and payment of these orders, after department chair approval, using FIS procedures and policies. The purchasing process may require multiple vendor contacts by telephone and/or fax.

#### Budgets (15%)

Maintains budget control records by posting expenditures to appropriate accounts; reconciles accounts to keep department chair(s) informed of budget balances as scheduled or requested. Generates a monthly budget report for the Management Department and any grant budgets currently in operation. Participates in preparing budget projections for the biennium.

#### Receptionist Duties (5%)

Answers telephones, takes and forwards messages, greets students and the public, responding to inquiries as necessary.

#### Miscellaneous (10%)

After receiving approval from the department chair, prepares security passes for students. Other duties and/or special projects as assigned by supervisor.

### **b. Marginal Duties**

#### Office Duties (3%)

Performs general office duties such as photocopying, filing, faxing, etc.

#### Printing (2%)

Fills out request forms for duplication of materials sent to the Document Resource Center (DRC) and checks in and distributes same when returned.

#### Mail (2%)

Prepares outgoing mail by using interdepartmental mail envelopes for pick up and delivery to other departments on

campus or by filling out postage charge slips for off campus mail and routing to the Oregon Tech Mail Center; sorts and distributes incoming mail.

Training (1%)

May participate in the training of new instructional secretarial personnel.

## **SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

Requires long periods of sitting and long periods of computer terminal use. Requires working in an atmosphere of constant interruptions and personal contact.

A general knowledge of agency operations as well as working policies and procedures used in the instructional area is required.

The office managers in this unit work closely with one another. It is extremely important to have a team player attitude and mindset.

## **SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

General Instruction (GEN) Policies and Procedures Manual

Word processing, spreadsheet, and database procedures manuals

Reference manuals (secretarial)

FASOM Manual (located on the Internet)

FIS Manual

**b. How are these guidelines used to perform the job?**

The GEN Policies and Procedures Manual is used to explain working procedures, policies, formats, and work standards.

Word processing, spreadsheet, and database procedure manuals are used for reference in operational procedures and functions.

Reference manuals (secretarial) are used to determine correct grammar and punctuation rules, etc.

FASOM Manual (located on the Internet) is used in preparing travel authorization requests and reimbursements.

FIS Procedures Manual is used in preparing purchase orders, travel requests, invoices, and journal vouchers.

## **SECTION 6. WORK CONTACTS**

**With whom outside of co-workers in this work unit must this position regularly come into contact?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
Business Office	By phone or email	Requesting information on POs, invoices, travel, etc.	Daily
Faculty	By phone, email or in person	Providing support, answering questions, performing clerical and budgetary duties.	Daily
Vendors	By phone, email, or online	Purchasing, checking on orders and pricing.	Daily

Provost's Office	By phone or email	Request information regarding PVT budgets, etc.	Daily
Students	In person, by phone, or email	Providing support, answering questions.	Daily
Public	In person, by phone, or email	Answering inquiries.	Daily

**SECTION 7. JOB-RELATED DECISION MAKING**

**Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.**

Proofreading and editing decisions are necessary in order to maintain required work standards.

Prioritizes work assignments and calls supervisor for assistance, when necessary, in order to meet required deadlines.

FIS decisions are made pertaining to the approval and payment of invoices, to ensure payment of invoices in a timely manner.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?**

Quality and quantity of work is reviewed by the Executive Assistant to the Deans (H99417) to ensure that completed work meets the standards and expectations of faculty and the General Instruction unit. Work is reviewed weekly during the first six months of employment, and, thereafter, if concerns are voiced by faculty or staff.

**SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

**Any other comments that would add to the understanding of this position:**

This position provides clerical and budgetary support to approximately 15 faculty and one department chair. The person in this position must possess the ability to prioritize work so it is completed in a timely manner and must enjoy working with a myriad of personalities.