

### 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 Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Dierdre Williams
<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 (GI) office manager positions in a cooperative support services operation. This operation is 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 are under the umbrella of the Provost and Vice President for Academic Affairs at OIT and provide secretarial support for approximately 110 full-time instructional faculty and varying numbers of part-time and adjunct faculty. Department-specific and general 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, bookkeeping, and general office tasks. Office managers are typically assigned to one or more departments, but may be reassigned to other instructional areas as the need for coverage arises. A general knowledge of agency operations, working policies and procedures within the GI unit, and specific knowledge related to FIS (OIT's financial information system), and SIS (OIT's student information system) is 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**

#### Purchasing (25%)

Processes purchase orders, journal vouchers, encumbrances, and utilizes procurement card for the purchase of supplies and equipment, after department chair and/or additional budget authority approval is obtained. Responsible for invoicing, payment, and monthly reconciliation of procurement card statement.

#### Travel/Event Arrangements (25%)

Prepares travel requests for in-state, out-of-state, and foreign travel using FIS Banner, the internet, and/or the approved travel agency for faculty and students. Makes airline, hotel, and auto rental reservations; completes conference registrations and other appropriate paperwork as part of the process to prepare travel; follows travel through to completion and prepares final reimbursement documents. Organizes events and meetings; and makes arrangements for refreshments as necessary.

#### Software Utilization (20%)

Utilizes a wide range of software applications to meet the word processing, database, spreadsheet, and graphics needs of the instructional departments.

#### Budgets (10%)

Maintains budget control records for 8+ budgets by posting expenditures to appropriate accounts. Reconciles accounts to keep department chair(s) informed of budget balances as scheduled or requested. Composes and generates a monthly budget report for various departmental and/or program budgets and any grant budgets currently in operation. May use FIS or FAST to compile reports for projecting budgets for the next year.

#### Computer Lab Coordinator (10%)

Assist student computer lab manager with maintaining smooth flow of operation of OW 206 lab. Take applications, assist applicants with new hire processing, gather and maintain timecards monthly and send to payroll, schedule labs as needed. Stay in daily contact with lab manager regarding schedule changes to OW 206 lab.

#### Receptionist Duties (5%)

Answers telephones, takes messages, greets students and the public, and responds to inquiries as necessary. Performs general duties such as photocopying, filing, faxing, etc. Submits Document Resource Center (DRC) requests for printing, and distributes to faculty upon return. Prepares outgoing mail and distributes incoming mail to appropriate parties and/or mailboxes. Orders office supplies and maintains inventory for shared area (OW 143 and OW 105), and coordinates orders with other office manager in the building. Shares maintenance of the conference room schedule (OW 133).

### **b. Marginal Duties**

#### Office Duties (5%)

Prepares correspondence and/or forms as needed. Proofreads and edits content for accuracy as needed. Prepares lab passes for students. At the department chair's discretion, attends IAB meetings, takes dictation, either oral or by machine; transcribes meeting minutes. 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 computer use. Requires working in an atmosphere of constant interruptions and personal contact. Requires working in other GI areas if there is a need for coverage.

## 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 Guide

Word processing, spreadsheet, and database procedures manuals or help (online)

Reference manuals (secretarial, hard copy or online)

Accounts Payable Policies and Procedures Manual (online)

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

The General Instruction Guide is used to explain working procedures, policies, and work standards of the GI unit.

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

Reference manuals are used to determine proper formatting of documents.

Accounts Payable Policies and 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>
Faculty	Phone, email, or in person	Providing support, answering questions, performing clerical and/or budgetary duties	Daily
Students	Phone, email, or in person	Providing support, answering questions	Daily
Business Affairs Office	Phone, email, or in person	Requesting information on purchase orders, invoices, travel	Daily/As Needed
Provost's Office	Phone, email, or in person	Requesting information, asking procedural questions	Daily/As Needed
Public	Phone, email, or in person	Answering questions, providing information	Daily/As Needed
Vendors	Phone, email, fax	Purchasing, pricing, order status and tracking	As Needed

## 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.**

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

FIS decisions are made pertaining to equipment and/or supply orders and approvals, payment of invoices, and travel to ensure completion/submission 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 Provost, H99459, to ensure that completed work meets the standards and expectations of faculty, the GI unit, and the Business Affairs Office. Work is reviewed weekly during the first six months of employment, and thereafter, if concerns are voiced by the faculty or staff. Workload and description of duties is reviewed once per year upon evaluation or as needed, and adjusted accordingly.

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

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

This position provides support for approximately 15 faculty. The person in this position must possess the ability to prioritize assignments to ensure timely workflow. The person should be flexible, organized, possess good decision-making skills, and enjoy working with a myriad of personalities. The office managers in the GI unit work closely with one another; therefore, it is important to have a team player attitude and mindset.