

## Job Description

### OFFICE/FACILITIES MANAGER

PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Supervises clerical, maintenance, and cleaning staff.
2. Schedules and arranges for filing, typing, date entry, copying, and other clerical work for Coordinators, Managers, and Director.
3. Assists with the development of and oversees preparation of Standard Operating Procedures Manuals, work plans, contracts, bid specifications and budgets.
4. Oversees facility maintenance of the **agency office and centers**.
5. Ensures acquisition and maintenance of all office equipment at central office and program sites.
6. Ensures program purchasing, including preparation of purchase requisitions, purchase orders and check in of supplies.
7. Assists with wage comparability and community needs assessment studies. Serves as team leader for the agency's annual self assessment process.
8. Maintains access to sensitive and confidential information including, but not limited to, collective bargaining materials. Maintains confidentiality of family and program records and information. Supports the agency's mission and philosophy.
9. Calculates non federal share in-kind donation documentation, and prepares monthly, quarterly and year-to-date reports.
10. Completes administrative records and reports as assigned.
11. Provides for office reception including visitors, phone calls, etc.
12. Ensures maintenance and assembly of **agency**, educational and home visiting supplies and materials. Ensures the health and safety of children and staff during all program activities. **Conducts Health & Safety Screener at centers twice a year, or as needed.**
13. Ensures all checks received are logged in and completes bank deposits.
14. Custodian of Petty Cash funds, with monthly reconciliation of receipts and funds.
15. Maintains budgets and expenditures for administration's operational accounts (postage, copying, and administrative supplies.)
16. Copies, assembles, and mails materials for Policy Council and Board meetings.
17. Oversees inventory control of administrative and program materials and supplies.

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18. Types, copies and assembles correspondences, reports and other materials including financial reports, meeting minutes, program work plans and manuals, etc.
19. Tracks personnel training hours utilizing the Gateways Registry system, including training information needed for accreditation.
20. Prepares agency's annual report for printing, utilizing information provided by managers.
21. To the extent able, performs other such duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

### **QUALIFICATIONS**

Requires a minimum of two years education and/or experience in office or business management. Associates Degree and prior supervisory experience desired.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with clients, staff, the agency and the public effectively.

Requires effective organizational and time management skills in order to accurately complete program records, prepare required reports, and submit required program materials according to agency time lines.

Requires effective interpersonal and oral communication skills, the ability to use abstract reasoning, problem solving, and planning and analytical skills in budget and grant development, needs assessment, staff monitoring and evaluation.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the ability to lift, push, pull and carry program materials and supplies in and out of offices and the storage shed, up to 30 lbs, or assess the lift load in order to ask for necessary assistance.

Requires the physical ability to sit for long periods of time at desk.

Requires the knowledge of office methods, practices, procedures, and the ability to make arithmetical calculations. Requires the ability to type 50 words per minute with two or fewer errors.

Requires knowledge and experience with computers and automated office equipment, including a calculator, copier, laminating machine, fax machine and telephone.

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Requires a thorough knowledge of business English, spelling and punctuation.

Requires the ability to drive to local businesses for materials and supplies. Requires a valid Illinois drivers' license, reliable transportation, and proof of agency requirements for automobile insurance.

Requires the ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week, 52 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Exempt