

The University of Akron
Classification Specification

Job Title:	Office Manager	Job Code:	41212
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Supervise, train and assign duties for staff and students of a large office staff while assessing the staffing needs of the department. Coordinate office activities and promote the maximum utilization of office employees. Administer University policies and procedures.

Essential Functions:

30%-45% Coordinate the assignment of duties and responsibilities to personnel for the purpose of ensuring accuracy and timeliness in the execution of daily operations. Administer University policies and procedures. Evaluate current work processes and make recommendations for future changes.

15%-25% Oversee departmental personnel and perform various supervisory duties including hiring and evaluating employees, scheduling and monitoring work hours and administering disciplinary action when necessary.

25% Assist in the acquisition and analysis of data for decision-making and planning purposes. Manage incoming data, correspondence, and departmental budget while maintaining the office filing system and office equipment.

10%-20% Respond to student and/or employee inquiries to resolve problems.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office management while performing supervisory, clerical, and administrative duties. Computer skills including word processing, spreadsheet and database capabilities required. Strong organizational, problem solving and task management skills required. Experience in a higher education environment preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.