

JOB DESCRIPTION

Job Title: **Office Manager**

Classification: Full Time

Accountability: Reports to Administrator

Salary: \$42,689 - \$61,753

Location: 1000 Pennington Avenue South, Thief River Falls

Work Hours: 8:00 a.m. to 4:30 p.m.

General Function: Works under the direct supervision of Administrator.

This position will serve as Assistant to the Administrator of the Red Lake Watershed District as well as Office Manager to the District. Task includes carrying out the day-to-day operation as directed by the Administrator with management operational, analytical, outreach policy and staffing issues. This position will also be responsible for directing the Boards operations in the absence of the Administrator.

- Leads a project or program, including development or improvement of procedures and processes.
- Assists in the organization of budgeting process, including planning the budgetary needs of the District, purchasing of supplies and equipment.
- Make decisions and solve problems in the absence of the Administrator.
- Leads in management of software systems, including word processing, M-File management, spreadsheets, and ability to utilize presentation software.
- Leads in data entry and databases sufficient to accurately enter data element into database; and database management sufficient to understand and recommend changes to a regulatory database.
- Lead staff person in customer service (phone, in person) and conveys complex information in an understandable manner, answer questions and acts as a resource to outside agencies and individuals.
- Assists Administrator in organization public hearings and compliance of drainage law associated with establishing projects, takes the lead in healthcare data privacy and data practices laws. Evaluates, develops, and implements changes in office procedures and equipment to improve productivity and workflow, simplify procedures, or reduce costs.
- Plans and conducts administrative studies and maintains administrative systems and policies such as recordkeeping, retention schedules, and departmental forms and document control.
- Assists Administrator in gathering information for public hearings and takes lead in public hearing notices.

- Assists with administration of support staff to include, assigning, and reviewing duties, scheduling, training, and managing employee performance.
- Submits and reviews staff documentation in preparing annual reports.
- Recommend and implement policies and procedures; ensuring staff are trained.
- Performs variety of administrative and assists in accounting support functions.
- Perform a variety of research related to assigned area of responsibility; compiles findings and make recommendations based on findings for management of the Wild Rice Allocation Program administrative system and policies.
- Perform a variety of administrative administrator activities, which may include monitoring project timelines and identifying and resolving issues and coordinating cross department services.
- Planning and coordinating events.
- Management of RLWD records, filing and information retrieval system, both manual and automated (computer). Document, maintain and oversee office management systems, policies, and procedures, to maintain an efficient level of operation.
- Oversee and manage RLWD phone system, e-mail, and internet system.
- Oversee or assist Administrator in utilities and building maintenance.
- Coordination and maintenance of RLWD Permit database and files.
- Carry out Data Practice Policy approved by the Board of Managers.

TRAINING AND EXPERIENCE

High School diploma or GED equivalent. Five (5) years of experience. Preferred experience with small local units of government, secondary education, and office management experience.

LICENSING REQUIREMENTS

Valid Minnesota Driver's License.

July 23, 2020
April 27, 2023