



HUMAN RESOURCES DEPARTMENT

CITY OF FRISCO

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Office Manager</b>	<b>LAST UPDATED:</b>	October 24, 2016
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Director of Engineering	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Director of Engineering, the Office Manager performs and coordinates administrative projects, analytical studies and special projects research. Assists Director in researching, developing and formulating the annual department budget to include all departmental divisions. Coordinates and tracks Public Works project budgets and financial schedules. Oversees the daily scheduling and assignments of activities for the departments administrative and customer service staff. Supervises assigned staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Assists Director in researching, developing and formulating the annual department budget and all departmental divisions.
- Monitors annual budget expenditures; prepares budget justifications and narratives.
- Supervises assigned administrative and customer service staff and oversees staff schedules and work to include use of City Works, City Source, TRAKIT, and other Public Works software systems as needed.
- Interviews and makes hiring decisions regarding administrative & customer service staff; provides or coordinates employee training.
- Evaluates staff and prepares performance reviews; counsels subordinates regarding disciplinary and other problems, prepares appropriate documentation; recommends disciplinary action up to and including termination.
- Responsible for coordination of paperwork pertaining to ESCF's, policies, job descriptions, , onboarding, etc., and centralization of processes for Public Works department.
- Oversees maintenance of office records, coordinating with City Secretary regarding record retention, filing systems, protection and security of files & records and transfer/disposal according to retention schedules.
- Oversees payroll entry and approvals in KRONOS timekeeping system and ensures all deadlines for submission are met.
- Monitors departmental maintenance and operating budget funding to ensure financials meet contract provisions.
- Reviews and prepares payments for contracted services, tracks payments against contracted services and services provided.
- Reconciles accounts and works with Finance regarding funding sources and contract/account discrepancies.
- Consults, troubleshoots and recommends solutions to Public Works staff regarding funding discrepancies.
- Quality checks professional, construction, and maintenance and repair contracts for accurate financial information.
- Consults with department staff regarding funding requests; monitors annual budget expenditures; prepares budget justifications and narratives.

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- Assists Public Works Staff and Director with coordination and preparation of reports, agenda items and materials for council meetings and other meetings as assigned.
- Processes and maintains professional and construction documents in MUNIS, TRAKIT, and Public Works database.
- Monitors open purchase orders and periodically notifies managers of balances.
- Maintains contracts and project tracking, logs, enters and balances account data, and generates statistical summary reports as required.
- Performs administrative tasks such as screening, routing and answering correspondence, coordination of meetings, assisting the public by investigating and resolving problems and/or complaints, training employees on departmental issues; etc.
- Other duties as assigned by Director of Engineering Services.

**Other Important Duties:**

- May be required to work some evenings and weekends.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of public sector practices and principles.
- Knowledge of City policies and procedures.
- Knowledge of federal, state, and local laws, statutes, and regulations related to the field of public sector contracts.
- Knowledge of City policies and procedures.
- Ability to review contract documentation for discrepancies and conformance to standards.
- Ability to track funding and expenditures of contracts.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Excel, PowerPoint and Word

**Preferred Education, Experience, and Certifications:**

- Education and experience equivalent to a Bachelor's degree plus two years' experience.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Driver's License.
- Preference given to individuals who are bilingual in the Spanish language.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.

**Physical Demands**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

**Work Environment**

Work performed is primarily:

*(X = Primary type of work performed)*

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

**Equipment and Tools Utilized:**

Equipment utilized includes personal computer, copier, calculator, fax machine, scanner, and other standard office equipment, engineering and drafting equipment, and department vehicles.

Approved By:

  
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Paul Knippel, Director of Engineering

10-27-16  
Date

  
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Shannon K. Allyn, HR Generalist

10/26/2016  
Date