

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Office Manager – Coordinator for the Executive Director

Full Time - Salary Grade: Confidential - III - Manager

Division: Administration

Effective Date: 9/7/2021

Prepared by: R. Vitale

Approved by: D. Helmer

Position Charter:

Reporting to the Executive Director, provides for the coordinated administrative services required for the thorough and efficient centralized Park Commission wide office & administrative operations, records management, & coordinates the official documentation of the Park Commission meetings and the full Park Commission meeting process, as well as other administrative functions.

Essential Functions:

- Provides direct administrative support for the Deputy Executive Director and Executive Director.
- Facilitates administrative support for the Park Commissioners and Directors requiring discretion in dealing with matters of a confidential nature.
- Manages the Records Management and Storage Function for the Park Commission in compliance with the Record Retention Policy of the State of New Jersey.
- Prepares, edits, and arranges for the publication of all required Park Commission meeting notices, verifying that they have been properly noticed.
- Prepares and distributes regularly scheduled and special Park Commission Committee meeting notices and agendas both electronically and in hard copy formats.
- Makes the appropriate arrangements for Park Commission, Committee, and other meetings as needed, arranging meeting space, assessing and coordinating special requirements such as agendas, audio/visual equipment and supplies, catering and stationary requirements and confirming the attendance of meeting attendees in advance of the meeting.
- Serves as the primary point of contact for Open Public Records Act (OPRA) requests & maintain the OPRA database.

Other Functions:

- Makes decisions within the scope of authority of the position requiring knowledge of the Park Commission organization as well as established policies and procedures. Responds appropriately to customer inquiries and concerns, answers telephones and refers calls to other appropriate individuals.
- Reviews monthly divisional vehicle use reports and maintains spreadsheet for all vehicles within the Park Commission, sending final report to the County Administrators office.

- Assists with the overall customer services and regulatory requirement needs of the Park Commission.
- Performs other functions as assigned.

Qualifications:

- High School diploma required. Business School and/or some college desired.
- Minimum of five years of experience in an administrative operation requiring the use of automated systems and use of personal computers for word processing and report preparation.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Access, Excel, & Word.
- Ability to respond to customer and Park Commission needs in a flexible and timely fashion.
- Ability to act independently and to respond to problematic situations in an effective manner to resolve issues.
- Ability to comprehend established office routine, and rules and regulations of complexity, to organize work and develop effective work methods and to maintain suitable records and files.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Ability to operate office machines related to assigned duties.
- Ability to maintain an attendance record in a manner to perform the essential functions of the position in a satisfactory manner.
- Possession of/or ability to obtain a valid New Jersey Driver's License
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.