
Job description

Office Manager/Deputy Clerk

St. Clair Township is seeking an experienced office manager to oversee our daily operations and office management. The office manager assesses office systems, office procedures, office administration and vendors, contractors etc. Oversee the budget for Office and departments. Works with Township Board, several Commissions and Authorities.

Responsibilities:

- Supports company operations by maintaining office systems and supervising part-time staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, reviewing and ordering supplies and assigning and monitoring clerical functions.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Manage equipment procurement, clerical functions, and assist with onboarding new employees and greeting residents.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Support to Supervisor, Treasurer and Clerk.
- Help with administration of elections, ballots.

Office Manager Qualifications / Skills:

- Supply management
- Payroll
- Informing others
- Tracking budget expenses
- Delegation
- Staffing
- Managing processes
- Supervision
- Inventory control

- Reporting skills
- Knowledge of local government

Education, Experience, and Licensing Requirements:

- High school diploma, GED, or equivalent
- Two+ years' experience in an office setting as manager
- Proficient with office software, QuickBooks for payroll, BS & A helpful, general office machines. (paid BS & A training)
- High degree of interpersonal skills and excellent communication skills
- Comfortable with diverse people
- Keep problem-solving skills. Attention to detail with superb time management skills and ability to multi-task and prioritize work.

Work Hours & Benefits

Hours 8 am – 4:30pm, ½ hour lunch

- 10 Holidays as listed on page 17 of employee manual
- Vacation as listed on page 18 of employee manual – 1 week to start after 1st year
- Funeral leave as listed on page 19 of employee manual-3 days for Immediate

Family

- Sick leave as listed on page 20 of employee manual- up to 6 days
- Personal leave as listed on page 20 of manual – 2 days
- \$2400.00 medical reimbursement only – no medical coverage

Job Type: Full-time

Pay: From \$20.00 per hour