



**TOWN OF DANVILLE
OFFICE MANAGER
JOB DESCRIPTION**

UPDATED JULY 2021

JOB TITLE:	Office Manager
DEPARTMENT:	Town of Danville
LOCATION:	Danville, IN
REPORTS TO:	Town Manager
SALARY:	Based upon experience
TYPE OF POSITION:	Full Time
HOURS:	40 hours per week
OVERTIME:	Yes

Performs a full range of complex secretarial and administrative support and Grant writing duties necessary for the adequate functioning of the Administrative Office. Maintains accurate and proper information on the Town website as needed for Administrative Office. Provides administrative support to all departments. Duties are varied and require considerable knowledge of municipal operations, office and information management systems, and Town procedures and policies. Due to the sensitive nature of the job, the individual must maintain a high degree of confidentiality.

DUTIES AND RESPONSIBILITIES

Plan and Promote:

Performs administrative support duties to Town Manager and Assistant Town Manager/Planner in receiving the public, answering phones, typing documents, composing draft correspondence, and maintaining appropriate filing systems.

Assists in processing various applications, permits, and lease agreements, including maintaining appropriate documentation of applications and decisions.

Researches and completes special projects. Takes dictation and transcribes materials in the appropriate format. Assists with preparation of information and documentation necessary for Town Meetings; attends Town Meetings, Select Board, or other meetings when assigned.

Responds to inquiries and requests for information from citizens, public officials, other agencies, and the Town's departments. As necessary, refers to other appropriate persons or agencies

Composes types and edits various correspondence, reports memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Accept reservations for the use of Town-owned property according to policies and procedures established by the Select Board, Assistant Town Manager/Planner, and/or Town Manager.

Accepts assignments in other Town departments. Performs other duties as assigned, including attending the following Board meetings: Plan Commission, Board of Zoning Appeals, Design Review Committee, and Redevelopment Commission from time to time as necessary, researching information, etc.

This position will be subject to the rules, policies, and operating procedures established by the Town of Danville.

QUALIFICATIONS

High School Diploma or General Education Degree (GED) equivalency.
Grant writing certification and working knowledge of the grant writing process.
Working knowledge of computers, all Microsoft applications, and MAC applications, and electronic data processing.
Knowledge of office practices, procedures, and record-keeping.
In-depth knowledge of the Town's policies and procedures.
Ability to maintain confidentiality.
Ability to multi-task.
Ability to analyze administrative problems and to make sound recommendations. Skill in operating listed tools and equipment.
Ability to establish and maintain effective working relationships with employees and the public.
Ability to communicate effectively verbally and in writing.
Ability to handle stressful situations.
Prior experience in municipal office is desirable but not required.
Ability to utilize computer technology and notice new trends.
Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Must have a safe work record with good ethics and a dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. In addition, the employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds using personal safety equipment. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understood this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Date Hired: _____