

## Planning & Zoning Office Manager

The Departments of Planning & Zoning in Jefferson County, West Virginia are in need of a professional Office Manager. The Office Manager will report to the Director and interact with department staff on a daily basis to ensure deadlines are being met, to assist with monitoring workflow and to encourage proactive staff functioning. This position is responsible for the following:

1. Primary clerical resource for the Director, to include maintaining a calendar, scheduling appointments, and handling sensitive or confidential issues;
2. Monitoring office workflow, to include a "big picture" view of what each employee's primary goals are for the week/month; keeping track of critical and time sensitive deadlines; and providing status reports for the Director;
3. Handling all office financial matters, to include processing budget line-item requests, purchase orders, expense reimbursements, etc.;
4. Orienting new hires, managing personnel files, scheduling employee performance reviews, and processing time records, leave slips and general office coverage; and
5. Setting up weekly staff meetings, drafting agendas, and emailing follow-up action items.

This position has the following requirements:

- College degree with 1-3 years experience or High School degree with 3 years in office management;
- Proficiency with Microsoft Office (Word, Excel, Power Point, Access) and Adobe Acrobat;
- Proven ability to utilize good judgment in order to accomplish objectives established by superiors; and
- Excellent customer service skills and keen attention to detail.

The salary for this position is in the low to mid-thirties. A more extensive job description may be found at [www.JeffersonCountyWV.org](http://www.JeffersonCountyWV.org). Resumes will be accepted until 5 PM on Friday, December 18, 2009. Initial interviews will be held starting January 4, 2010. Position to remain open until filled.

### Contact Information:

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