

<b>Effective Date: 12/2001</b>	<b>Revised: 9/2008</b>
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<b>Job Title</b>	<b>OFFICE MANAGER</b>
<b>Job Code Number</b>	*9011
<b>FLSA Category</b>	Exempt
<b>Job Purpose</b>	This position reports directly to the department Director or Executive Director and provides professional level administrative support in office management and supervision including personnel, budget, purchasing, and project coordination. This position reports directly to the Director or Executive Director of an administrative support department (non-academic department). This position exercises considerable initiative, independent judgment and confidentiality in performing the assigned duties, and requires knowledge of a broad range of university regulations, policies, and procedures using considerable initiative and independent judgment.
<b>Education and experience required including training, registration, and licensure.</b>	Bachelor's degree or relevant work experience in lieu of education with five years of administrative experience.
<b>Knowledge, Skills and Abilities</b>	Have knowledge of budgets and budget process including mathematical and accounting skills, ability to make sound financial decisions, and ability to use calculator. Ability to proceed on own initiative using independent judgment and discretion. Possess excellent verbal and written communication skills, leadership and organizational skills, and interpersonal and time management skills. Have knowledge of policies, and procedures of the Health Science Center, and the UT System. Knowledge of computer technology, including word processing, spreadsheet, database, and graphics software in order to prepare publications, reports, and business correspondence. Have knowledge of office management and administrative procedures, and the ability to supervise and review the work of others. Possess knowledge of specialized terminology including medical, legal, and/or construction. Ability to interact with faculty, professional, administrative and higher level management personnel.
<b>Supervision</b>	<b>Received:</b> Work is performed under administrative direction from Executive Director or Director of department. <b>Given:</b> Provides direct and indirect supervision to administrative support staff.

**Job Functions**

<b>Number</b>	<b>Description</b>
1.	Maintains and coordinates personnel recordkeeping and transactions for the department including staff recruitment, appointment, change of status, special leave requests, terminations, attendance records and performance evaluations. Prepares budget action sheets and other confidential personnel documents. May serve as departmental worker's compensation coordinator.

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2.	Supervises administrative support staff, including hiring, terminating, disciplining, setting priorities, training, counseling, setting procedures, evaluating performance, directing work, and delegating tasks.
3.	Manages fiscal activities including developing budgets, posting and reconciling all accounts, preparing cost analyses, and maintaining sound financial state of the department.
4.	Communicate needs and problems including recommending changes in policy and procedures if needed to meet departmental goals.
5.	Maintain equipment inventory and space inventory for department.
6.	Manages administrative activities such as payroll, purchasing requests, payment vouchers, and travel authorizations.
7.	Processes or supervises the processing of personnel, purchasing, travel, payroll, budget and accounting transactions through the institutional electronic document system.
8.	Composes complex correspondence, including memorandums, minutes from meetings, course materials, and various reports.
9.	Oversee telephone inventory and phone records. Order new phones, pagers, long distance calling cards, credit cards and telephone changes. Prepares all forms for new hires such as key requests and entry authorizations, uniforms.
10.	Assists in preparing responses to legal actions against the Health Science Center, and maintains files of lawsuits and claims.
11.	Prepares, reviews and processes University contracts and agreements, and prepares correspondence and maintains files pertaining to these agreements.
12.	Performs other duties as assigned.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources.*

*This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code §51.215.*