

JOB DESCRIPTION

OFFICE ADMINISTRATOR

Position Code: ADM

SALARY RANGE – 1177

FLSA Status: Non Exempt



DESCRIPTION:

The position of Office Administrator for the Riverside Sheriffs' Association (RSA) is regarded as a key mid-level management position within the RSA organizational structure. Incumbents of this important position must be mature, possess exceptional interpersonal skills, and be able to successfully manage a wide variety of management related challenges involving peers, subordinate employees, RSA Executives, and elected officials of the RSA Board of Directors, Trust Boards, and Foundations.

The Office Administrator position reports directly to the Executive Director and/or President, and is delegated considerable supervisory authority over other subordinate employees. The Office Administrator position typically manages the day to day administrative functions of one or more of the Association's offices, facilities, or other operational units.

Incumbents in this position shall possess a strong understanding of basic employee management theories, practices, and procedures, including a strong working knowledge of the related policies and procedures of the Riverside Sheriffs' Association.

QUALIFICATION GUIDELINES:

- **Education:** Completion of one of the following options: 1) a minimum of an Associate Degree from an accredited College or University with a major in management, business administration, or a closely related course of academic study; 2) 60 semester units from an accredited college or university with a minimum of 6 of the units being from courses closely related to the business management/administration disciplines; 3) An equivalent level of experience based on a conversion formula of one (1) year of actual business management experience is equal to six (6) semester units of management / business administration course work.

Note: Option 3 shall be at the sole discretion of the Association Board of Directors.

- **Knowledge:**
 - Must have a good understanding of the fundamentals of human resources management including a working knowledge of related employment laws and regulations.
 - Must have working knowledge as to the methods and equipment used in information processing; correct English usage, grammar, spelling, vocabulary, punctuation, format, and style; office procedures, including preparing correspondence and reports, filing, and operating standard office equipment.

- **Experience:** A minimum of three years of experience as an Office Assistant III with the Riverside Sheriffs' Association, or the equivalent experience and tenure with an outside organization.
- **Mandatory Continuing Educational Requirement:** In addition to the educational requirements outlined above, incumbents in the position of Office Administrator shall complete a minimum of 24 hours of annual training (or formal education continuation) consisting of classes or other duty related coursework as determined by the Executive Director and/or President.

EXAMPLES OF ESSENTIAL DUTIES:

- Is responsible for the recommendation of hiring, completion of employee evaluations, do training, disciplining, and handle overall management of all subordinate RSA staff.
- Oversees all staff payroll activities and time-off requests coordination.
- Insures that the assigned offices, facilities, and/or organizational units are properly staffed and resourced.
- Insures that all policies, procedures, and programs of the Association are sufficiently supported through the assignment and oversight of appropriate staffing.
- Coordinates the activities and duties of subordinate staff so as to ensure that the various organizational needs and objectives are properly supported, including the Board of Directors, Executive Board, and membership services.
- Through the assignment of a fully trained and competent Executive Assistant, provides for the necessary support of the Executive Director and President.
- In consultation with the Executive Director and/or President, takes necessary steps to ensure that all office facilities are well maintained. Including, coordination and oversight of daily cleaning and housekeeping provided by the contract cleaning firm, and scheduling of service providers to accomplish any necessary repairs or maintenance to RSA facilities.
- Ensures that all necessary office supplies remain in stock; places orders for replacement items when necessary.

NOTE: *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*