

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION – OFFICE MANAGER

I. IDENTIFYING INFORMATION

Position Title: OFFICE MANAGER
Status: Full time, Non-exempt, 12 months
Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to secretarial and administrative duties of the Parish Office; is responsible for the overall efficient operation of the office.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- schedules and supervises clerical work assignments and may arrange for temporary personnel, as required, schedules vacations and personal time
- trains new secretarial and clerical employees, including volunteer staff
- performs all normal secretarial functions, including typing, computer, and filing; reception desk duties as needed
- responsible for the overall computer operations of the office
- organizes and facilitates the operation of the office(s)
- must be able to handle confidential matters and handle strict confidentiality
- may screen and directly handle telephone calls
- may review and process forms and reports
- orders and maintains an inventory of supplies, equipment, and reference materials
- may handle office(s) financial records
- may coordinate creation and distribution of office publications
- operates office machinery and equipment and arranges for its maintenance and repair
- performs other duties as appropriate to position and as directed

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- must have good written and verbal communication skills
- must be flexible and present self in a professional manner
- must be able to organize and supervise clerical work
- schedules and supervises clerical work assignments and may arrange for temporary personnel, as required, schedules vacations and personal time

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- High school diploma or equivalent
- Additional training in secretarial and administrative matters
- 3-5 years experience in general office and business procedures

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

N/A

VI. WORKING ENVIRONMENT

Normal parish office environment

Employees of _____ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date