

COUNTY OF IONIA
Full Time Position Open
(Pending Board of Commissioners Approval)

Title: **Office Manager – Central Dispatch**

Pay Grade 9/\$17.68 hourly

Reports directly to the Central Dispatch Director.

Minimum Qualifications: A minimum of 2 year degree in a business type curriculum (or a combination of college and experience). Proven office management/administrative experience and responsibilities with systems and office operations. Proficient in MS Office and Excel. Budget and/or finance experience (either private sector or government) is a plus. Excellent time management skills and the ability to multi-task and prioritize work with limited supervision. Attention to detail and problem solving. Strong organizational and planning skills. Ability to work independently with little or no supervision.

General Summary: Serve as the point person for the day to day operation of the center including coordinating with the IT department on all department equipment; managing relationships with all vendors and maintenance providers for equipment and systems. Responsible for ordering all purchases by the center. Partner with County HR department to maintain office records and policies as necessary. Manage department budget, ensure accurate and timely reporting as well as ensure all vouchers are paid on time. Organize general office operations and procedures as well as provide general support to all staff. Performs a variety of routine office task and duties including payroll preparation, coordinating correspondence, filing etc. The position is also charged with assisting with department budget preparation, tracking expenditures, analyzing budget trends and expenses. Responsible for preparing and submitting required 911 reports and documents to the State 911 Committee. Tracking and scheduling personnel for required training. Processes and responds to Freedom of Information requests. Assists with project management on major capital projects acting as a point of contact along with the Director, having staff authority to authorize change and or providing direction on such projects in the absence of the director. Assists with the planning and implementation of major projects, layout and/or design and procurement.

Please complete an Ionia County application for Employment and submit it along with a cover letter and resume to:

Ionia County Central Dispatch
545 Apple Tree Drive
Ionia, MI 48846

Applications available online at ioniacounty.org
Applications will be accepted until March 29, 2019 at 5:00 p.m.

Ionia County is an equal opportunity employer