

May 12, 2006

**NOTICE OF OPEN POSITION**

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Office Manager (Job Number 06-161). Position will remain open until filled.

**OFFICE MANAGER (P3/P4)**

**POSITION SUMMARY**

Under general supervision, incumbent will perform a wide range of office management duties to ensure smooth office operations. The ideal candidate must be customer focused and capable of dealing with many competing priorities, interests, and demands in an efficient and cost effective manner. Incumbent is responsible for purchasing of office supplies, equipment, furniture, and facilitating the readiness of offices for occupancy.

**DUTIES INCLUDE:**

- Supervise and assign tasks for Reception Area and Administrative staff (supply and mail clerks)
- Negotiate contracts for office supplies / janitorial / paper / printing / copiers / phone maintenance
- Coordinate with IT Office to maintain phone switch updates and changes
- Conduct invitation for bids and quotes - formal and informal
- Develop, update and maintain procedures for incoming and outgoing mail services (post office, UPS, interoffice mail, etc.)
- Oversee preparation/production of Bay Area Directory and Mailing Label System
- Coordinate problems, repairs and other arrangements with building maintenance personnel
- Coordinate emergency evacuation procedures; train emergency assistants; first aid supplies
- Administer janitorial service and maintenance contracts
- Maintain master vendor inventory
- Maintain parking lot rental lists
- Responsible for fleet vehicle purchase and maintenance program
- Administer daily parking lot pass program for visitors/vendors, etc.
- Maintain floor plan and update office layouts
- Coordinate office moves/shuffles among staff, electricians, furniture selection, and wall partition installers

- Coordinate office clean-ups as needed
- Maintain ABAG Online Proposal toolkit – upload PowerPoint presentations, resumes
- Assist with preparation of signage and registration procedures for conferences
- Update and maintain forms – bid quote, in-house copy, mailbox names, resume template, storage, fleet vehicle
- Coordinate ergonomic logistics and call in evaluator
- Coordinate special projects as necessary
- Oversee development and production of monthly calendar of events
- Other duties as required.

### **QUALIFICATIONS:**

- Excellent communications skills
- Cost Analysis
- Building and office management experience
- Working knowledge of standard office furniture systems and workstations used in office buildings
- Knowledge of business office management practices and procedures including techniques for organizing, prioritizing and scheduling work; common office equipment operation and servicing requirements
- Purchasing experience
- Experience in Microsoft Office Suite and database management experience
- Organizing, scheduling, assigning, directing, training, reviewing, and evaluating the work of others
- General knowledge of janitorial service standards
- Knowledge of Green Business principles and practices

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent (G.E.D.) Some college desirable.
- At least seven years of related office experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- A four year college degree may be substituted for two years of the required experience.

### **LICENSE, CERTIFICATE OR CREDENTIAL**

Must possess a valid California driver's license and have a satisfactory driving record.

## **COMPENSATION AND BENEFITS**

**Salary:** \$5,353 - \$7,096 per month

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health and Dental:** Dental Insurance and choice of three HMO and two PPO Plans

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

## **APPLICATION AND SELECTION PROCESS**

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 06-161  
P.O. Box 2050  
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 06-161, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.