

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Office Manager **SALARY GRADE:** HU-11
DATE REVISED: December 1, 2014 **EEO CODE:** 01
JOB CODE: 2432 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Plans, supervises, schedules and monitors a section of office employees whose duties are specialized and involve varied procedures and methods.

SUPERVISORY AUTHORITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include secretarial support staff, and faculty from various departments throughout the organization in gathering and exchanging information. External contacts include individuals from various agencies, professional organizations and offices and departments of the University.

PRINCIPAL ACCOUNTABILITIES:

Makes decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight.

Plans, schedules, allocates and prioritizes workload to meet operating requirements.

Develops, implements and revises work methods and procedures.

Establishes, monitors and ensures adherence to quality and quantity standards.

Recommends departmental policy development and revision to supervisor; updates related departmental manuals.

Recommends organizational adjustments to efficiently and effectively accomplish assigned objectives.

Initiates or coordinates the preparation of reports and maintenance of records pertaining to the operation of the work unit.

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Assists with the more specialized and difficult work activities of subordinates.

Initiates and coordinates complex projects with other departments and interacts with other department personnel to accomplish objectives.

Prepares budget recommendation for assigned work unit and monitors or administers budget throughout year.

Ensures reliability and accuracy of departmental computer data bases and/or paper files.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of office management principles and practices.
Knowledge of standard practices in area of assignment.
Knowledge of spreadsheets, word processing, and presentation software packages.
Competence in both oral and written English to communicate in a clear and concise manner.
Ability to establish and maintain effective and harmonious work relation with faculty, staff, students and customers.

MINIMUM REQUIREMENTS: Bachelor's Degree in Business or related area, and 2-5 years of related experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

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CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____