



H. C. E. O. C.
Hawaii County Economic Opportunity Council

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JOB POSTING

Position Title: Office Manager (Full Time)

Reports To: Executive Director

Job Location: Hilo Central Administration

FLSA: Exempt

Accountability: This position reports to the Executive Director. Responsible for a wide range of functions that are necessary to support the functioning of the organization. Includes receiving directives from the Fiscal Officer and Program Managers for departmental support.

Essential Job Functions: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.)*

General Administrative Functions:

1. Plans, supervises, coordinates and reviews
 - a. Office Administration Functions
 - b. Records and Data Management Functions
 - c. Employee Safety Functions
 - d. Procures and manages outsourced information technology program
 - e. Fiscal and Grant Related Support
 - f. Program support
 - g. Executive Director Support
 - h. Performs other duties as assigned by the Executive Director

Office Administration Functions:

1. Develops and implements general office procedures.
2. Develops and implements uniform central filing systems.
3. Oversee maintenance of organizational forms and its location for availability to staff.
4. Oversee administrative and programmatic procurement for supplies, equipment, and services in compliance with applicable grant and contract requirements.
5. Maintains the organization's business registration and licenses.
6. Manage and oversee the Organizations postal mailing, interoffice mailing/distribution, and employee in-box systems.
7. Office supplies and equipment management of inventory.
8. Oversee the job training participants referred by job placement Agencies; guide and train participants, report volunteer hours, prepare evaluation forms for participants, assigned duties to the participants.
9. Assist with commercial insurance claims and obtaining certificate of insurances when needed.
10. Maintain Agency vehicle master file and its activities.

Records and Data Management Functions:

1. Implement Administration records retention and management program in accordance with applicable grant and contract, auditing requirements.
2. Implements approved database system to capture, organize, and maintain client and operating data.
3. Manage and maintain record storage on the facilities, including annual purging system.

Procures and manages outsourced information technology program:

1. Procures and manages outsourced information technology when necessary.
2. Be able to troubleshoot minor software issues and connectivity for Agencies computers.
3. Distribute and setup computers for staff.
4. Maintain staff connection to the main server and shared files.
5. Investigate information technology issues and repairs. Determine severity and make recommendation for actions.

Fiscal and Grant Related Support:

1. Support for Fiscal officer and fiscal related duties assigned.
2. Assist with compilation of required support documentation for grant proposal submittals.
3. Complete monthly reports for SHAH data related to fiscal, in order for fiscal to complete other reports .
4. Maintain volunteer hours and reports which are submitted to fiscal monthly.

Program Support:

1. Support for all Program Managers and program support related duties assigned.

Executive Director Support:

1. Assist Executive Director with various duties for ensuring organizational compliance with laws, rules, and regulations.
2. Manage Clerks to maintain filing system for Executive Director.
3. Assist and support the Executive Director in all aspects of the Organizations needs as directed.

MINIMUM QUALIFICATIONS:

- A combination of education and experience substantially equivalent to graduation from an accredited college with an associate's degree
- Two (2) years of responsibilities in office administration and information technology experience
- One (1) year of supervisory experience
- Must possess a valid driver's license with no restrictions or serious violations
- Provide a driving abstract prior to hire and updated annually

If you are interested in applying for this position, please submit your resume to Human Resources at H.C.E.O.C., 47 Rainbow Drive, Hilo, HI 96720.or by email to hceochrclerk@hceoc.net

Closing date for this recruitment will be January 16, 2018, 12:00 noon.