

GENESEE COUNTY

OFFICE MANAGER OF NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a management supervisory/support position in which an employee is responsible to provide a wide range of important nursing administration support activities. Work is performed under general direction, with latitude for the exercise of independent judgment in carrying out a variety of personnel related assignments. The incumbent reports directly to the Director of Nursing or his/her designee. Supervision of others as directed. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Compiles nursing staff work schedules on a monthly basis;
Compiles leave credit usage schedules/reports as appropriate;
Tracks nursing staff attendance and leave credit usage and makes follow-up contact with employees regarding attendance issues;
Keys in nursing staff payroll;
Establishes and maintains seniority lists for mandating and postings;
Typical secretarial typing, filing, and proofing of documents, scheduling of appointments and transportation as required; purchasing of office supplies;
Monitors employees on work restrictions;
Monitors facility compliance with FMLA;
Reviews applications and conducts initial interview with candidates;
Verifies certifications and licenses;
Conducts the orientation of new staff;
Posts job openings;
Updates and maintains facility policy and procedures;
Makes telephone calls to staff in emergency situations;
Assists with formulating Nursing Department budget and monitoring compliance with budget;
Receives resident complaint issues and compiles information for Supervisor;
Records and compiles reports based on information gathered for employee grievances and disciplinary actions.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of basic personnel administration policy and procedures; good knowledge of office procedures, office equipment including computers and software applications; working knowledge of medical terminology; working knowledge of facility/agency policy and procedures; ability to organize a variety of tasks; ability to understand and carry out complex oral and written instructions; ability to type within acceptable speed; ability to deal effectively with others; good judgment, initiative and resourcefulness, tact, courtesy and integrity.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered college or university with an Associate Degree in Secretarial Science, Office Technology-Secretarial or Business Administration, AND two (2) years of full-time, paid experience working in the area of office management or personnel management which included the use of computers and software applications,
- OR:**
- B. Satisfactory completion of a minimum of 62 credit hours at a regionally accredited or NYS registered college or university with at least 18 credit hours in the area of business or public administration and two years of full-time, paid experience working in the area of office management or personnel management which included the use of computers and software applications,
- OR:**
- C. Four (4) years of full-time, paid experience working in the area of office management or personnel management which included the use of computer and software applications,
- OR:**
- D. Any equivalent combination of training and experience as defined in A, B, or C above.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 5/17/99
Revised 1/26/00