



South Bay Community Center
Office Manager's Job Description

POSITION OF THE OFFICE MANAGER

The Office Manager of the South Bay Community Center (SBCC) is directly accountable to the Board of Directors (Board) of the SBCC in accordance with the Bylaws. The Office Manager operates under the direction of the Board and standard operating procedures as established by the Board. The Office Manager makes recommendations to the Executive Committee for new, or modifications to, existing procedures for presentation to the Board for approval. Hours of employment are to be determined by mutual agreement.

ACCOUNTABILITY

The Office Manager is directly accountable to the Board of Directors of the SBCC. There is an initial six-month evaluation of the Office Manager's performance and at the first year anniversary of employment. After the first year, the evaluation will be conducted annually. The performance evaluation will be completed by the Executive Board.

OVERALL RESPONSIBILITIES

Responsibilities include planning, organizing, managing, and directing the everyday operations of the SBCC and implementation of policies and decisions of the Board of Directors. These responsibilities and activities are managed within budgetary limits. The Office Manager has primary responsibility for marketing and promoting the rental of SBCC to potential client (user) groups as outlined and directed by the Board. These include:

OPENING DUTIES: Opening up front door; disarm the alarm if the senior nutrition driver or staff has not already done it; performing a walk-through the Center noting any issues that need attention; checking the bathrooms to make sure required paper products are installed and facilities are clean; setting priorities for custodian's workday and communicating such to the custodian; Ensuring that the two front gardens are maintained and tidy; making sure that a clean appearance on the exterior of the building is maintained including monitoring the trash recycle containers and surrounding area.

CLOSING DUTIES: Making sure the setup is done as requested for the next tenant; making sure the kitchen is ready for the next tenant; make sure all trash and recycle containers have been emptied; check all doors to ensure they are secure and set the alarms.

ROUTINE DUTIES AS NEEDED: Posting and picking up mail from the post office box each scheduled workday. Receiving checks and providing receipts, if requested; giving a receipt for all cash paid for an event; making timely bank deposits of large sums of cash and ensure there

are no large amounts of cash the on premises over weekend; posting income and expenses to appropriate program for bookkeeper; maintain master calendar, online calendar, and wall calendar up to date at all times; Ordering paper products, from local vendors, when possible, for delivery as needed; providing custodians with up-to-date Marquee postings for current and upcoming events; Sending invoices (billing) to regular renters of the Center, i.e., PHP, Senior Nutrition, Early Risers, etc.; when applicable, coordinating the people performing court ordered community services, and document their time spent; continually promote SBCC as a rental developing publicity and marketing materials and keep website updated as approved by the Board; making each person that comes into the center welcome and do our best to accommodate their needs and answer their questions.

COORDINATE WITH THE FOLLOWING

1. Renters: Review applications for completeness, deposits, payment arrangements, booking, insurance coverage, floor plans, security services, alcohol permits, etc.
2. Ongoing tenants: review the scheduled activities as maintained on master calendar.

MISCELLANEOUS DUTIES

1. Monitor and schedule the servicing of the Range Hood equipment, fire extinguishers and water backflow system and any other equipment requiring servicing.
2. Check every six months with the local fire department to ensure the center is compliant with their policies.
3. Prepare donation thank you letters, log all donations and report totals to the SBCC board.
4. Prepare a monthly Manager's report to keep SBCC board aware of all bookings, donations, and inquiries for possible bookings.
5. Participate in arranging for major repairs and maintenance from outside vendors.
6. Other related duties as required.

MINIMUM QUALIFICATIONS:

High School Diploma or above. A minimum of 21 years of age or older. Functional keyboarding skills at a level that meets efficient business standards. Adequate computer skills including creating & editing documents, advertising materials, &/or internet postings. Demonstrated skills in use of Microsoft software, email, QuickBooks, or similar financial software. Previous customer service experience and Spanish language skills strongly preferred.