



**CALIFORNIA CATHOLIC CONFERENCE, INC.
JOB DESCRIPTION**

POSITION TITLE: Office Manager
REPORTS TO: Executive Director
STATUS: Full or Flex Time
DATE: March 15, 2022

POSITION SUMMARY:

The Office Manager is responsible for overall office and personnel operations, including Human Resources needs, the needs of the physical office, and support for meetings, events and conferences for the California Catholic Conference, Inc. and California Conference of Catholic Bishops. Office Manager is responsible for optimizing programs to maximize the utilization of services and equipment for the office operation. Office Manager is responsible for assuring compliance with government rules and regulations pertaining to employee's rights and benefits. The position of Office Manager requires maintaining confidentiality, knowledge of administrative office practices and operations, and the ability to work well in a high-pressure environment with a diverse staff.

RESPONSIBILITIES:

1. Work with Bookkeeper on Financial Issues

Liaison with Bookkeeper to transmit necessary information and documents in a timely manner for payroll, reimbursement, and budget.

- Gathering all necessary information for reimbursement expense forms and check requests from colleagues.
- Assist in purchases or expenses for office supplies and equipment.
- Providing documents, including invoices and other necessary information, to Bookkeeper as needed.
- Responsible for making bank deposits.
- Maintain and update/renew contracts with clients and agencies.
- Gather and submit timesheets from all CCC Inc personnel.

2. Budget Support

Meet with Executive Director to plan yearly budget for office operating expenses, gatherings and events and staff travel.

- Gather information regarding budgets from colleagues
- Recommending allocations for office management needs
- Recommend allocations for events, conferences and travel

3. Benefit Administration

Responsible for researching and implementation of all employee benefits including new hires, status changes, and benefit usage.

- Monitoring benefit package and implementing changes if required.
- Initiating and maintaining contact with Sacramento Diocese Human Resources regarding benefits we receive through them – Health, Dental, Vision, Long Term Disability Insurance and Life Insurance, etc.
- Initiating and maintaining contact with all vendors who contribute to our benefits package –Retirement, Worker’s Compensation Insurance, Liability and Property Insurance, etc.
- Answering and/or researching questions regarding all benefits for all employees
- Attend appropriate informational meetings to keep up to date on all benefit’s packages and procedures offered by the Conference in addition to keeping up to date of State and Federal regulations pertaining to employee benefits and employment law.

4. Policies and Procedures

Responsible for assuring Employee Handbook is updated and policies and guidelines comply with government regulations.

- Responsible for assuring the California Catholic Conference, Inc. salary guidelines are updated and implemented equitably for each staff member
- Responsible for assuring all State and Federal regulations pertaining to employment conditions and employee rights are adhered to include in company policy and practice

5. Assistance with Staffing Needs

Collaborate with CCC colleagues to determine the needs of the California Catholic Conference, Inc. and advise Executive Director on hiring needs.

- Post job descriptions and open positions when needed.
- Assist all personnel, as needed, with updating and preparing Job Descriptions.
- Initiate Performance Evaluations and assist Executive Director in setting evaluation appointments.
- Responsible for arranging initial interview for candidates.
- Responsible for new employee paperwork and orientation of all employees

6. Maintaining Staff Records

Responsible for mainintaining and updating personnel files, job descriptions, performance reviews, and all other personnel-related files.

- Responsible for assisting all personnel with the preparation of job descriptions, and initiating procedures to assure they are updated and kept current.
- Responsible for scheduling Performance Reviews of all employees with the Executive Director.
- Responsible for maintaining Employee Personnel files, including Leave Files, Absentee records and Payroll records, Employee evaluations and any action taken for an employee.

7. Office Maintenance

Responsible for maintaining contact with building managers, and with our landlords, regarding the facility.

- Responsible for negotiating lease agreement for building working with Office Management Company and Executive Director.
- Responsible for maintaining off-site storage for archived files.
- Responsible for maintaining contracts, negotiating, and troubleshooting with all business equipment contractors, including copiers, computers, Cloud storage, postage services, etc.
- Oversee custodial staff and maintain clean and efficient office space, including stocking healthy snacks, keeping kitchen clean, maintaining organized workspaces, and watering plants.

8. Assistant and Support

Responsible for assuming duties or assigning duties, as relayed by the Executive Director, as necessary.

- Responsible for assisting in the planning and implementation of any special projects the Conference undertakes – collaborating with appropriate Conference personnel to accomplish - i.e. Advocacy Day, Education Report, Bishop Mailings, Religious Education Congress, etc.
- Responsible for organizing Conference-directed meetings for Diocesan staff, CCC committees, etc. including researching cost of facilities, managing catering and lodging, and assisting with travel details.
- Plan staff birthday parties, holiday events and other staff celebrations.
- Maintain staff calendar including staff absences, meetings and other activities.
- Check daily mail, phone messages, and assist with other office opening/closing tasks.

QUALIFICATIONS:

- Bachelors' Degree required, or equivalent combination of education and work experience related to Office Management and Human Resources.
- Previous office manager, executive assistant, or customer service work experience including prior supervisory experience.
- Bilingual English and Spanish a plus, but not required.
- Ability to address employee relations concerns and resolve problems.
- Advanced personal computer expertise including word processing, spreadsheet, database and presentation software applications, using Excel, Word, and Outlook.
- Knowledge of administrative office practices, programs and operations.
- Knowledge of general office equipment operation.
- Knowledge of business English including vocabulary, spelling and correct grammatical usage and punctuation.
- Ability to be flexible in changing work priorities.
- Ability to communicate effectively both verbally and in writing; maintains effective working relationships with staff and vendors.
- Demonstrated organizational, problem solving and common sense skills.
- Attention to detail and accuracy necessary.
- Leadership qualities such as accountability, integrity, respect, vision and confidentiality.
- Valid California Driver's License

PHYSICAL REQUIREMENTS:

Employees may experience the following physical demands for extended period of time:

- Sitting, standing and walking
- Keyboarding
- Viewing computer monitor
- Talking on the telephone
- May lift or move heavy boxes or equipment

WORK ENVIRONMENT:

Work is performed in a business office environment. Travel to other locations including bank, vendors, office supply firms and training sights. Travel required by automobile and/or airplane to meeting sights for educational purposes or Conference meeting sights.