



**OREGON DUNGENESS CRAB COMMISSION**

**Office Manager  
Position Description**

**SECTION 1. POSITION INFORMATION**

Position Title: Office Manager  
 Position Category: Unclassified/Unrepresented  
 Desired Start Date: 05/01/ 2019  
 Agency number: 645000  
 Work Location: Coos Bay  
 Position: Permanent/Full-Time  
 FLSA: Exempt  
 Eligible for Overtime: No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

The ODCC is an industry funded commodity commission under the umbrella of the Oregon Department of Agriculture oversight program working to enhance the image/profitability of Oregon Dungeness crab and the industry. The ODCC does this through Marketing, Promotion Education and Research.

The Office manager supports the Executive Director and Communications Manager in a team environment.

**SECTION 3. DESCRIPTION OF DUTIES**

Estimated percentage of time	Duties
30+	Accounts Receivable/Collection of Assessment-Record and monitor assessment reports for the ongoing review of assessment payer records. Process payments into Quickbooks, prepare bank deposits, monthly statements and correspond, via phone, mail and email with Oregon Department of Fish and Wildlife (ODFW) the Oregon Department of Revenue (DOR) and assessment payers (processing plant administrative staff and fishermen) to ensure timely collection of assessments.

20	Accounts Payable- Prepare and process monthly accounts payable, maintain corresponding files. This includes payments to all vendors, payroll processing, payment of payroll liability accounts, payroll monitoring of employee benefit- health, dental, retirement, vacation and sick leave and monthly reconciling of all bank accounts.
30	Answer incoming calls, screen and route calls to appropriate staff members. Assist with planning, coordinating and preparing materials and other preparations for ODCC meetings, trade teams and other functions. Copy, fold and assemble materials and mailings for events, meetings, fleet correspondence and newsletter. Use standard office software (Quickbooks, Outlook, Word, Access, Powerpoint, Excel, etc.) for daily maintenance of accounts, collection of money owed and report filing. Make travel arrangements for Commissioners and staff. Coordinate office equipment maintenance and execute supply inventory. Office equipment includes personal computers operating Microsoft software, multi-line phone system, photocopier/printer/scanner, folding machine and calculator. Using templates for the following documents, draft contracts, agreements and task orders for commission-funded projects. Write the statement of work for these documents. Perform routine archiving of commission records based on state guidelines.
20	Work with contracted bookkeeper in preparing the proposed budget and final budget documents, year-end financial reports and other reports as required. Prepare reports including but not limited to quarterly Census, RISK report, SAIF, DAS, CAFR, ARPM and Delinquent & Liquidated reports as necessary.

**SECTION 4. WORKING CONDITIONS**

1. Work in small office environment to complete a variety of tasks related to financial record keeping, administrative communications, promotion and trade show activities some with deadlines. Interruptions such as phone calls or office visitors, may occur. Take direction from Executive Director. Interact with Dungeness crab fishermen, ODCC commissioners, ODFW staff and managers, representatives of other commodity commissions and various organizations, staff from Oregon Department of Agriculture and Commodity Commission Oversight program, faculty and researchers from Oregon State University, University of Oregon faculty and researchers, Agriculture Research Foundation staff, international guests, and other. Occasional travel to meetings in order to assist and take minutes at meetings. Overnight travel may occur a few times each year in your personal vehicle. Ability to lift 25 pounds. May occasionally encounter and work with people with strong opinions. Applicant must have, or be able to obtain, a valid Oregon driver’s license; have a good driving record and an automobile in good operating condition; or be able to provide an alternative method of transportation that is acceptable to the ODCC. Routine private vehicle travel on the Oregon coast and inland. Private vehicle mileage is reimbursed at the approved State of Oregon rate (.58 per mile for 2019).

**SECTION 5. GUIDELINES**

In carrying out the duties of Office Manager, you may refer to and use:  
Oregon Revised Statutes 576 and 645  
Administrative Rule chapters 678 and 603

Oregon Department of Administrative Services policies  
ORS 244, Oregon Ethics Laws  
ORS 192, Oregon Public Record and Meeting Laws  
Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules Procedure under the Administrative Procedure Act  
Oregon Attorney General's Public Records and Meeting Manual  
Oregon Attorney General's Public Contracts Manual  
ODCC Policies and Procedures Manual  
Templates for contracts, agreements and task orders  
iLearnOregon.com

## **SECTION 6. POSITION RELATED DECISION MAKING**

1. Exercises complete discretion in handling confidential matters and information.
2. Manages priorities to meet program and strategic objectives within established timelines.
3. Understands implications of decisions within scope responsibility.

## **SECTION 7. REVIEW OF WORK**

Position is reviewed annually by the Executive Director

## **SECTION 8. QUALIFICATIONS**

**Minimum Qualifications** (*required to be placed on the list for possible interview*)

1. Associate's or technical degree with course work in bookkeeping and office practices, or two years of experience in the office administration and bookkeeping field, or a combination of education and experience deemed equivalent;
2. Proficiency with Microsoft Office Suite, including Microsoft Access;
3. Demonstrated success in written, verbal and email communications skills.
4. Proven record of strong organizational skills, time management skills, attention to detail and a demonstrated history of accuracy;
5. Strong people skills including ability to work as a team and exhibit an upbeat and enthusiastic attitude;
6. Occasional travel and work on nights and weekends.

### **Preferred Qualifications**

1. Experience with Quickbooks.
2. Experience with Microsoft Office suite including PowerPoint.
3. Experience working with state forms and reports.
4. Experience in the fishing industry or related field.

## **SECTION 9. COMPENSATION**

Starting Salary range: \$30,000-\$42,000 a year, depending upon experience. ODCC offers a competitive compensation package that includes Public Employee Benefit Board health and life insurance for employee and family; Commission-paid Public Employee Retirement System retirement benefits; FMLA, 10 paid state holidays, paid vacation, sick and personal business leave as set in state policy.

Offer of employment will be contingent upon completion of an acceptable driving record check. During the first six months of employment, a probationary period is in place for new employees.

**SECTION 10. HOW TO APPLY**

Interested candidates should provide resume, cover letter and three business references via Fax, email in PDF format or mail to arrive no later than 4:30 p.m. on April 9,2019, to:

Hugh Link / Executive Director  
PO Box 1160  
Coos Bay, OR 97420  
Phone (541) 267-5810 Fax (541) 267-5772  
[hugh@oregondungeness.org](mailto:hugh@oregondungeness.org)

The ODCC is an equal opportunity employer. All employment decisions are made in accordance with all applicable federal, state, and local laws. If you are a veteran, please include proof of service including proof of any service related-disability.