



OREGON DUNGENESS CRAB COMMISSION

**Office Manager
Position Description**

SECTION 1. POSITION INFORMATION

Position Title: Office Manager
 Position Category: Unclassified/Unrepresented
 Desired Start Date: 05/15/2020
 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
40	Input, balance and conduct analysis of assessment reports, including the maintenance of contact information and assessment payer records. Process payments, prepare bank documents, 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.

5	Answer incoming calls, screen and route calls to appropriate staff members and take messages.
5	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.
10	Use standard office software (Quickbooks, Outlook, Word, Access, Powerpoint, Excel, etc.) for daily maintenance of accounts, collection of money owed and report filing.
5	Make travel arrangements for Commissioners and staff.
5	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.
10	Work with contracted bookkeeper in preparing the proposed budget and final budget documents, year-end financial reports and other reports as required.
10	Using templates for the following documents, draft contracts, agreements and task orders for commission-funded projects. Write the statement of work for these documents. Prepare reports including but not limited to quarterly Census, RISK report, SAIF, DAS, CAFR, ARPM and Delinquent & Liquidated reports as necessary.
5	Perform routine archiving of commission records based on state guidelines.
5	Other duties as assigned.

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, Oregon State University, University of Oregon faculty and researches, 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

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

1. Associate's or technical degree in office skills, 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 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 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 request an application, 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 17, 2020, to:

Hugh Link
PO Box 1160
Coos Bay, OR 97420
Phone (541) 267-5810 Fax (541) 267-5772
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.