Position:
Office Manager

Organization description:
The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established in mid-2020 to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that Oʻahu’s economy can remain open. OER also directly assists Oʻahu residents and businesses to find assistance and execute COVID-19 relief funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities:

1) **Coordinates, maintains and oversees the OER master events calendar**, arranges date and location of meetings; considers the nature of the visit/event and is knowledgeable of protocol requirements; sets up agenda and notifies attendees. Prepares, organizes and assembles background materials for easy reference. Sets up and maintains reminder system for staff to follow-up on pending items. Screens calls and visitors and arranges appointments for the Executive Director; takes and develops subject matter notes of meetings. When applicable, refers calls to the proper personnel or department/agency. Provides information to the public or others based upon knowledge of the OER policies, direction or activities. (35%)

2) **Reviews incoming correspondence** and independently answers routine correspondence. Performs a full range of word processing tasks to write letters, reports and other correspondence from written or oral instruction, as required. Coordinates and reviews outgoing correspondence, reports and fiscal documents for accuracy, completeness and compliance with legal provisions and established procedures. (20%)

3) **Orders, stocks and maintains office supplies for the office**, including contacting vendors, receiving and processing bills. Keeps records of expenditures for use in drafting budget requests. Processes purchase orders, invoices, and vouchers. Maintains all fiscal documents; to include the reconciliation of a City Purchasing Card (PCard). Compiles, reviews and submits timesheets for the Payroll, Time and Attendance Report. In this connection, is thoroughly knowledgeable of the Federal Labor Standards Act (FLSA), and procedures, codes, forms and work methods of the City's computerized payroll system. Develops and oversees onboarding of new employees and off boarding of terminating employees. Coordinates with universities for internship programs and oversees intern program in coordination with program staff. (15%)

4) **Maintains and revises the filing system for records and materials**. Sets up, maintains and revises files, including indexing and cross-indexing information. Organizes and coordinates matters that require executive attention. Searches files
and assembles background materials and information for the Executive Director’s action or decision. (15%)  

5) **Supports the OER Commission** including scheduling Commission meetings, drafting meeting minutes for review, preparing meeting agendas to meet proper notification guidance, sending agendas and documentation to all Commission members, and any other related duties. (10%)  

6) Performs other duties as required by the Executive Director. (5%)  

**Qualifications:**  
- Training and Experience:  
  - Strong attention to detail and organizational skills  
  - Computer, internet, web-based program management platforms and smart phone usage skills  
  - Patience and empathy when dealing with individuals, businesses, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations  
  - Good verbal and written and communication skills  
  - Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies  

**Physical requirement:**  
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.  

**Compensation:**  
Salary range $36,420 to $58,416. Step level commensurate with experience.  

**Employment duration:**  
Employment to start as early as possible, position is currently vacant.  

**To apply:**  
To apply, please send a 1 page cover letter, current resume, and at least three current references to [oer@honolulu.gov](mailto:oer@honolulu.gov). Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.  

**Deadline to apply:**  
Applications will be accepted until position is filled.