



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
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(248) 209-2615 FAX
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ADMINISTRATIVE MANAGER

Division: Community & Energy Services
Department: Community & Energy Services
Supervisor: Community & Energy Services Director
FLSA Status: Exempt/ Administrative-Executive

Job Mission:

To provide cohesive administrative support of daily functioning and activities of the Reception Team and Community and Energy Services programs. Further, Community & Energy Services Administrative Manager is responsible for using independent judgment and discretion with regard to monitoring of problems, dispute resolution, and team supervision.

Performance Standards:

1. Manage daily communications and operations of assigned Reception Team functions to ensure compliance and quality service delivery in accordance with OLHSA's service standards, policies, and procedures.
2. Responsible for database administration, reporting, and internal control activities.
3. Maintain relationships/partnerships with internal and external sources to advance all client programming.
4. Supervise assigned staff of three or more people. Community & Energy Services Administrative Manager shall have hiring, firing, and disciplining responsibilities in concert with the Director for Community and Energy Services Division.
5. Carry out all other duties as assigned by supervisor.

Qualifications:

1. Associates degree required, or three (3) years experience in front desk management, call center, business or hospitality management. Bachelor's degree preferred
2. Minimum of two (2) years of experience working with low income, diverse populations required.
3. Minimum of two (2) years of managerial/supervisory experience required.
4. Minimum of two (2) years of experience using computer applications in a Windows environment and other database applications required; experience with Microsoft 365 is a plus.
5. Reliable transportation to be used for job related travel is required.

Hours & Wage:

\$777.60 per week (minimum);
40 hours per week, 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title:	Administrative Manager
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Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	writing, working at desk, attending meetings
Stand	1	speaking at meetings or events
Walk	1	interacting w/staff & contractors, walking to difference rooms of building
Bend/Stoop	1	picking up materials for meeting and office supplies

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	reaching for files, books, binders & supplies
Crouch	Yes	reaching files in low cabinets
Balancing	No	
Squat	No	
Climb	Yes	stairs
Shoulder level	Yes	reaching for files, books, binders, & supplies
Kneel	Yes	to reach files, books, binders & supplies
Pushing	Yes	pushing carts with supplies

	Pounds	Comments
Weight Carried	11-25 lbs	files, books, supplies

	Pounds	Comments
Weight Lifted	11-25 lbs	files, books, supplies

Date: Dec 15, 2022