



803 Roosevelt Avenue • P.O. Box 1108 • Detroit Lakes, Minnesota 56502-1108  
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## Memorandum

<b>To:</b> Distribution  <b>From:</b> Vicki Leaderbrand NB  <b>Re:</b> Position Vacancy  <b>Position:</b> Office Manager  <b>Hiring Authority:</b> Nancy Bisek Comptroller	<b>Date:</b> June 2, 2017  <b>Position Number:</b> 17-15  <b>Regular Full-Time Position</b>  <b>Location:</b> Administration  <b>Address:</b> Rural Minnesota CEP, Inc. 803 Roosevelt Avenue P.O. Box 1108 Detroit Lakes, MN 56502-1108 (218) 846-7400 or 800-492-4804  <b>Filing Deadline:</b> June 22, 2017
<b>Salary:</b> Entry Level Grade 10 \$17.72/hour to \$20.54/hour	

**Primary Objectives of the Position:** This position exists to provide administrative support to the Administrative Offices at Rural Minnesota CEP (RMCEP) and is responsible for providing office management services including maintaining office services and efficiency, supervising Administration clerical staff and creating and maintaining office records.

**Required Qualifications:** Associate’s degree (two year college or technical school) or a combination of three (3) years related education or appropriate commensurate experience. Two to four years related experience including supervisory. Ability to communicate effectively both verbally and in writing. Proficient with Microsoft Office package (Word, Excel, Outlook, etc.). Knowledge of I-Series (AS400) helpful, but not required. Possess basic accounting skills. Able to perform advanced office functions. No prior history of client abuse. Possess a valid driver’s license and be able to travel locally, providing own means of transport to complete job duties.

**Preferred Qualifications:** Able to work in a team environment. Able to effectively meet deadlines. Able to work effectively with other agencies, public and staff at all levels. Able to supervise and maintain confidentiality. Persons who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

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**Essential Functions:**

1. Supervises and develops administrative support staff. Makes hiring and personnel recommendations.
2. Oversees distribution of work (includes reports) among clerical staff and ensures timely and accurate completion.
3. Coordinates meetings and records and transcribes minutes for Board of Directors, Workforce Development Board, Management meetings and Administrative meetings.
4. Conducts research, gathers information, creates documents, prepares, analyses and organizes materials for management staff.
5. Coordinates development, printing and distribution of agency forms and publications.
6. Conducts/oversees the research and purchase of supplies, furniture, equipment and equipment leases.
7. Oversees the arrangements of Administrative building, equipment and furniture maintenance and repair.
8. Oversees coordination of training arrangements, air travel, ticket purchase, and overnight accommodations for staff, Board of Directors, Workforce Development Board and Youth Council.
9. Oversees Administrative Department filing systems.

**Other Responsibilities:** Performs other work related duties as assigned.

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Please post this vacancy announcement at all RMCEP offices. **The RMCEP Application for Employment, resume and cover letter must be received by 4:30 p.m. Central Time on Thursday, June 22, 2017, to be considered.** A RMCEP Application for Employment may be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive a RMCEP Application for Employment by mail, fax or e-mail, call 218-847-0712 or 1-800-492-4804. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider  
Upon request, this information will be made available in an alternate form.**

**Distribution:** One copy each to: Hiring Authority, Director of Field Operations, Secretary II, IT Manager, Team Leaders, Human Resources and Receptionist.

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