

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 10/11/1999  
**DATE AMENDED:** 07/01/2020

**TITLE OF POSITION:** Office Manager

**POSITION NUMBER:** AD-31

**PROGRAM:** Access Center, Adult Services, Children's Services, Calhoun, Jackson, Holmes, and Washington Counties, Community-Based Care.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** High school graduate or equivalent and three years of relevant experience. Successful completion of a two-year course of study in commercial or general business subjects at an accredited vocational technical school may be substituted for two years of the required experience. College training may be submitted on a year-for-year basis for the required experience. In addition, two years of supervisory experience is desirable.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lmccares.org](http://www.lmccares.org)

**SUPERVISOR:** Program Director

**POSITIONS SUPERVISED:** At least two or more of any of the following: Administrative Professionals

**WAGE AND HOUR STATUS:** Exempt (Administrative)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Supervises at least two administrative professionals and other support staff.
2. Assure staff compliance with all applicable training requirements.
3. Evaluate staff performance; identify, document and develop corrective action plans for personnel performance problems.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

4. Compile and analyze data for administrative decisions.
5. Assist in the preparation of program budgets or maintenance of statistical records.
6. Assure staff compliance with Life Management Center's policies and procedures.
7. Monitor direct service time and issues timely, regular reports to staff and program director.
8. Assure that contract billing and other specialized billing is done on a monthly basis or as required.
9. Inventory and maintain supply of medications for the indigent drug program (Exceptions: Access Center Office Manager, Children's Services Office Manager, Community-Based Care Office Manager, Crisis Stabilization Unit Office Manager, and Office Manager I).
10. Maintain inventory, requisition, and order supplies.
11. Assure that support staff functions for state enrollment and outcome are completed in the time frame required (Exception: Community-Based Care Office Manager).
12. Assure that service activity logs are checked and entered into the computerized database within required time frame for all clinical staff.
13. Prepare required reports.
14. Assure the maintenance of necessary administrative and fiscal records.
15. Participate in planning and staff meetings as required by program director.

**Physical Requirements:**

Activity	Expectation		
Standing	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No  
Hearing:  Yes  No  
Reading Comprehension:  Yes  No  
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to 10 pounds.  
Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Holidays/Weekends	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√

\* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_