



City of Bloomington, Indiana  
Office Manager/Program Assistant

<b>SALARY</b>	\$24.17 - \$31.42 Hourly \$1,933.65 - \$2,513.77 Biweekly \$4,189.58 - \$5,446.50 Monthly \$50,275.00 - \$65,358.00 Annually	<b>LOCATION</b>	City Hall Bloomington, IN
<b>JOB TYPE</b>	Regular Full-Time (40hrs/week; with benefits)	<b>DEPARTMENT</b>	Community & Family Resources
<b>OPENING DATE</b>	01/09/2026	<b>CLOSING DATE</b>	2/2/2026 11:59 PM Eastern
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	N/A
<b>TYPICAL WORK SCHEDULE:</b>	Monday - Friday 8 am - 5 pm	<b>POSITION REPORTS TO:</b>	Special Projects Coordinator
<b>SUPERVISES STAFF:</b>	No		

## Description

The incumbent serves as Office Manager/Program Assistant for the Community and Family Resources Department with responsibility for managing and directing all office functions, including communications, information, record keeping. Serves as the department's financial secretary and organizes activities and services provided by various Department Divisions.

<https://www.youtube.com/embed/Te42vtESJu8?wmode=opaque&rel=0>

## Duties

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

### Primary

Greets visitors, responds to in-person and telephone inquiries from the public and other City staff regarding CFRD programs and services. Refers visitors or callers to appropriate staff or City department, as necessary.

Coordinates the scheduling and installation of the City Hall display case for internal and external use.

Serves as the primary financial secretary for the department coordinating purchasing, entering claims information in financial system, makes payments via purchase order, reconciles monthly statements and trains and assists CFRD staff on various related processes.

Coordinates new staff and intern orientation. Provides training for staff and interns on front desk procedures.

Provides administrative and clerical support to department staff, which includes, but is not limited to, coordinating bulk mailings, drafting documents and assisting with event registrations.

Maintains, organizes and orders department supplies, collects and distributes mail and schedules rooms for various events including staff meetings and CFRD commission meetings.

Provides trouble shooting for computer software and hardware issues. Works with ITS to repair or order computer related equipment and or software, as needed.

Maintains up to date knowledge of social service agencies and keeps related informational brochures and other materials organized in the reception area. Assures that departmental brochures and materials are updated and displayed.

Takes all reasonable steps to maintain a safe work environment,

### **Secondary**

Provides program support to Division Directors as needed.

Attends meetings and trainings for professional development.

Maintain departmental events calendars and staff vacation schedules.

Reviews departmental payroll.

## **Job Requirements**

Minimum of a high school education plus limited training in office management or equivalent knowledge, skills, ability or experience.

Minimum experience equivalent to 3 years in office management.

Graphic design experience or training preferred

Ability to plan and schedule a wide variety of complicated task, including the management of inquiries and projects, simultaneously.

Knowledge of standard office procedures and ability to use computer. Microsoft Word, Excel, Google docs, sheets and databases. General knowledge of computer hardware and software applications and technical expertise to provide basic troubleshooting and training assistance.

## **Difficulty of Work and Personal Work Relationship**

### **Difficulty of Work**

Incumbent performs duties in a modern office environment. Incumbent performs a broad range of administrative, technical, managerial and analytical duties which involve several core functions of municipal government and are crucial to the efficient coordination of the Community and Family Resources Department. Position holder is required to meet constant deadlines.

Incumbent must exercise discretion and maintain composure when handling inquiries from residents and community agencies. Incumbent must maintain confidentiality in areas of services provided by the department.

### Personal Work Relationships

Incumbent maintains frequent contact with department program and division directors, other staff, commission members, other departments throughout the City, representatives from other governmental jurisdictions, and members of the public for a variety of purposes, including giving and receiving factual information, processing and maintaining accurate records, and implementation of procedures necessary to the rendering of such service.

Daily contact with non-profit agencies. Occasional contact with local, state and federal agencies

An Equal Opportunity Employer, La Egualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

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#### Employer

City of Bloomington, Indiana

#### Address

401 North Morton Street

Bloomington, Indiana, 47404

#### Phone

812-349-3404

#### Website

<https://bloomington.in.gov/>

## Office Manager/Program Assistant Supplemental Questionnaire

### \*QUESTION 1

Describe how you meet the minimum experience equivalent to three (3) years in office management. If you do not have prior experience, enter NA.

### \*QUESTION 2

Describe any graphic design experience or training. If you do not have any experience or training, enter NA.

\* Required Question