



4867 VENTURE DR
Johnstown CO 80534
Main Office: 970-962-2170
www.leta911.org

Position Title: Office Manager

Employment Status: Full-time 40 hours a week or Part-time – 32 hours per week

FLSA Status: Non-Exempt

Reports To: Chief of Staff

Work Location: LETA 4867 Venture Dr, Johnstown CO 80534
IN PERSON ONLY not a hybrid or work from home position

Pay Range: \$66,400 – \$99,600

Hiring Hourly Rate: \$31.92

POSITION SUMMARY

The Office Manager provides administrative and operational support to ensure the efficient day-to-day functioning of the Larimer Emergency Telephone Authority (LETA) administrative offices and meeting facilities. This position supports internal staff operations, assists with financial and human resources administrative processes, and manages office systems that support LETA's mission of providing reliable 9-1-1 services across the region.

The Office Manager serves as the primary point of coordination for office operations including meeting room management, office supply procurement, facility coordination, and administrative support to leadership and staff. The position works closely with the Chief of Staff and provides administrative support across multiple operational areas including finance administration, human resources coordination, meeting logistics, and facility management.

This role requires strong organizational skills, attention to detail, and the ability to manage multiple responsibilities within a professional public safety environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Operations and Administrative Support

- Coordinate and manage reservations for LETA meeting rooms and conference facilities.
- Prepare meeting spaces to ensure rooms are properly configured for meetings, trainings, and events.

- Maintain organization and functionality of common areas, meeting rooms, and administrative workspaces.
- Manage office supply inventory and procurement to support staff and operational needs.
- Provide general administrative support to LETA staff and leadership.

Facility and Vendor Coordination

- Assist with coordination and administration of building-related contracts and services for LETA facilities located on Endeavor Drive and Venture Drive.
- Serve as a coordination point for building vendors, maintenance providers, and facility service contractors.
- Track service agreements and ensure facility needs are addressed in a timely manner.

Audio / Visual and Meeting Technology Support

- Manage and support the operation of meeting room audio/visual systems for internal meetings, board meetings, and regional stakeholder events.
- Provide setup and basic troubleshooting of presentation and conference technology.
- Coordinate technical support with vendors or LETA technical staff when needed.

Financial Administrative Support

- Enter deposit information and related financial data into QuickBooks.
- Maintain accurate administrative documentation supporting financial processes.

Human Resources Administrative Support

- Assist the Chief of Staff with HR administrative functions using the Paylocity HR system.
- Track completion of required annual staff training and compliance requirements.
- Support employee onboarding and administrative documentation.
- Assist with coordination of the hiring process, including scheduling interviews and organizing candidate documentation.

Organizational Support

- Assist with preparation and coordination of board meetings, regional meetings, and internal events.
- Provide administrative coordination to support the overall operations of LETA.
- Perform other duties as assigned to support the organization's operational needs.

QUALIFICATIONS

Education and Experience

- Associate's degree in business administration, public administration, office management, or a related field preferred.
- Minimum 3–5 years of experience in office administration, office management, or administrative coordination.

- Experience working in a government, public safety, or professional office environment is preferred.

Knowledge and Skills

- Strong organizational and administrative coordination skills.
- Experience with QuickBooks or similar financial data entry systems preferred.
- Familiarity with Paylocity or other HR platforms preferred.
- Ability to manage meeting logistics and shared workspaces.
- Basic familiarity with audio/visual systems and meeting technology.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office applications, including Outlook, Word, Excel, and Teams.
- Ability to manage multiple priorities and maintain a high level of accuracy and professionalism.

WORK SCHEDULE

This is a part-time or a full-time position scheduled for approximately 32 hours per week for part-time or 40 hours a week for full-time. The schedule will generally occur during standard business hours but may occasionally require adjustments to support meetings or organizational events.

COMPENSATION AND BENEFITS

LETA offers a competitive compensation package aligned with regional market benchmarks for administrative positions with similar responsibilities.

Benefits depend on full-time or part-time employment.