



OFFICE MANAGER

Job Description

June 1, 2021

DEFINITION:

Under general direction of the site administrator, performs complex and highly specialized secretarial and clerical work; assists administrator with clerical and administrative detail; and performs public relations and communication services and other related work as assigned.

DUTIES:

Serves as secretary to an administrator and processes administrative details not requiring the immediate attention of the administrator; plans and follows up to ensure that functional deadlines are met; organization and scheduling of administrator and school calendars; arranges correspondence for supervisor's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a knowledge of the procedures and policies of the school or the District; assists in preparing information for budget, monitors budget status; takes minutes at group meetings; prepares and distributes minutes; composes technical and difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, and requisitions; uses current complex computer applications in the areas of personnel, facilities, financial, student information and technology; assists with the management of the technology equipment used by students and staff. May supervise preparation of student registration, release, and transfer documents, and student attendance records; compiles reports from data submitted by others, using independent judgment in securing and categorizing this data; collect fees, complete forms and submit to appropriate department as needed; assists with maintaining communication with individuals, groups and associations within the community; assists with coordinating with other school sites and offices in the District.

Provides information and facilitates implementation of programs, policies, procedures and regulations; receives complaints and works to resolve or refer to the appropriate department. May administer basic and emergency first aid; conduct head lice checks, verify and dispense prescribed medication to individual students in accordance with district policy; may direct the work of others.

EMPLOYMENT STANDARDS:

Knowledge of:

- organization and management of office functions
- modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- correct English usage, spelling, grammar, punctuation, and arithmetic
- techniques in directing the work of others
- basic bookkeeping skills

Ability to:

- establish and maintain cooperative working relationships
- perform complex secretarial and clerical work involving independent judgment requiring knowledge of District policies and rules and regulations, and selected sections of the Education Code
- perform public relations and communication services and other related duties
- work independently and be flexible
- work with constant interruptions
- be trained in basic and emergency first aid, CPR and follow physician directions regarding medication
- devise or adopt office procedures to changing organizational needs
- understand and carry out oral and written directions
- plan, organize, and direct the work of others
- use tact, diplomacy, discretion and confidentiality as necessary
- compose correspondence independently
- type at a corrected speed of 60 words per minute
- take notes in meetings
- use computers

Hazards:

- potential exposure to communicable diseases and contact with blood and other body fluids
- potential exposure to physical injury from aggressive behavior
- potential exposure to duplication equipment chemicals

Physical Abilities:

- to perform repetitive hand or body motions
- walking, sitting or standing for extended periods of time
- bending at the waist, kneeling or crouching to assist students
- pushing, pulling, lifting and carrying supplies and equipment
- reaching overhead and above shoulders

Experience:

- three years of increasingly responsible and varied clerical experience, including at least one year of secretarial experience

Education:

- equivalent to completion of twelfth grade including or supplemented by courses in typing, and office procedures

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Range 14

Approved: June 15, 2021