



## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Position: **Office Manager**

Reports to: Site/District administrator

Classification: Classified

Work Year: 260 days / 12 months

Salary: Classified Salary Schedule #3; Range: 26

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**DEFINITION:** Under the direction of the site/district administrator, the Office Manager provides office support at the site or district level; communicates information to staff, parents, students, and to the public; orients new school staff to their job requirements; coordinates the work activities of the school/district office staff; ensures compliance with financial, legal, and administrative requirements; manages all substitute needs; and provides information and/or direction as directed or required.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Responsible for all aspects of a school secretary as well as summer school secretary.
- Manages, coordinates and oversees all substitute (classified and certificated) needs.
- Composes and prepares documents and other written materials for the purpose of communicating information to staff, parents, students, and the public on the telephone, by email, and in person.
- Coordinates the development of reports, schedules, and procedures to meet deadlines and comply with District, state and federal guidelines.
- Directs, trains, and oversees office personnel and/or volunteers as assigned to maximize the efficiency of the workforce and meet shift requirements.
- Evaluates situations for the purpose of taking appropriate action and/or referring the situation to appropriate staff for resolution.
- Monitors assigned activities and program components to ensure compliance with financial, legal, and administrative requirements.
- Administers first aid and medication to students to meet their immediate health care needs.
- Maintains inventory of office supplies to ensure the availability of required items.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Monitors cash accounts as assigned to maintain accurate balances and comply with standard accounting practices.
- Maintains various confidential records, schedules, files, and rosters to document and provide reliable information.
- Resolves issues on behalf of assigned administrator(s), staff, parents, students, and the public.
- Initiates, answers, and screens telephone calls; provides information, takes messages, and refers callers to appropriate staff.
- Performs delegated duties in an independent manner.
- Responds to inquiries from staff, parents, students, and the public about the programs, policies, procedures, and regulations of the school and for the purpose of providing information and/or direction as may be required.
- Greets callers and visitors in a professional manner.
- Establishes and maintains positive staff and public relations.
- Receives, opens, prioritizes, and routes mail.



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- Utilizes various forms of computer software to prepare, format, review, and present a variety of materials such as correspondence, reports, memoranda, emails, lists, forms, requisitions, and other documents.
- Compiles, organizes, and reviews a variety of information in the preparation of reports as assigned.
- Establishes and maintains a variety of accurate filing systems.
- Verifies data for accuracy, completeness, and compliance with established procedures.
- Schedules meetings, conferences, and appointments for assigned administrator(s).
- Maintains confidentiality regarding all school matters.
- Prepares agenda items for various meetings attended by assigned administrator(s).
- Represents the school in a professional manner while performing job related duties.
- Takes minutes at meetings, and transcribes them, as required.
- Assists with the development and monitoring of the budget for the school.
- Operates a variety of office equipment such as a calculator, copy machine, facsimile machine, and other equipment as assigned.
- Operates computer equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports, and related materials.
- Monitors assigned duties for the purpose of ensuring compliance with state and federal legal requirements, and District Board Policies and Administrative Procedures.
- Supports administrative staff for the purpose of providing assistance with their administrative functions.
- Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### *Knowledge of:*

- Correct English usage, spelling, grammar, vocabulary, composition, and punctuation
- Principles, procedures, and techniques of record keeping, records management systems, and filing systems
- Modern office procedures and equipment including computer equipment
- Principles of public relations and interpersonal relationships
- Office terminology, processes, and operations
- Financial record-keeping and report preparation techniques
- Budget, payroll, and personnel procedures
- Business telephone techniques and etiquette
- District practices, rules, regulations, and procedures as they relate to office management
- Organization, policies, and rules of the school
- Budgeting practices of the school
- Methods of collecting and organizing data and information
- Business letter and report writing techniques



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### *Ability to:*

- Operate standard office equipment including use of basic computer applications, keyboard with speed and accuracy.
- Take notes and transcribe accurately
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff, parents, students, and the public
- Use English in both written and verbal form, use correct spelling, grammar and punctuation
- Sit for prolonged periods
- Work independently
- Understand and carry out oral and written instructions
- Make common sense decisions in routine and critical situations, and interact with persons of different age groups and cultural backgrounds
- Be flexible and work under time constraints despite frequent interruptions
- Prepare reports based on data collection
- Compose correspondence and written materials independently or with direction
- Maintain a variety of files, records, and logs
- Maintain financial and statistical records
- Perform receptionist duties, greeting office visitors, and initiating and answering phone calls
- Interpret and explain school rules, regulations, and policies
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions, submit travel reimbursement requests, and other forms
- Assist in the preparation and monitoring of the annual budget of the school
- Make effective decisions and take independent action
- Perform duties with awareness of school and District requirements, Board Policies, and Administrative Procedures
- Train new office staff at the school
- Develop calendars and schedule activities at the school
- Make arrangements for meetings and conferences.
- Use office, spreadsheet, database, and other software required by the position
- Operate a variety of office machines and equipment, including computers, office software, calculators, and copiers
- Maintain confidentiality of information related to all functions of the school
- Demonstrate interpersonal techniques with tact, patience, and courtesy
- Deal calmly and rationally with irate or upset staff, parents, students, or the public
- Establish and maintain cooperative and effective working relationships with others
- Maintain consistent, punctual, and regular attendance
- Demonstrate competence in all computer-based office software necessary for the position
- Master new computer-based office software as required



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### **EDUCATION AND EXPERIENCE:**

- High school diploma or its equivalent
- Five years in- depth experience or training in complex clerical secretarial, clerical or accounting position. (Preferred)
- Preferable but not limited to the field of education.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver License

### **PHYSICAL REQUIREMENTS:**

- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- Hear and understand speech at normal levels
- Understand and carry out oral and written directions.
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone
- Bend, twist, kneel and/or stoop
- Lift and carry 25 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems.