



## Classification Specification

### DEPARTMENT OFFICE MANAGER

<b>Department:</b>	Department
<b>Reports To:</b>	Department Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2013, 2020, 2021

#### **General Description:**

Perform a wide variety of clerical and secretarial duties to an assigned department administrator; monitor assigned activities; provide information to students, staff and the public; plan coordinate and organize a variety of office activities with responsibility for coordinating the flow of communication and information; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **Essential Duties and Responsibilities:**

- Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office or department; assure smooth and efficient office operations.
- Compile data from a variety of sources including student information systems, work orders, budget reports, specialized reports, personnel records, student, and/or staff attendance and grant information in order to complete with financial, legal, and administrative requirements.
- Compose correspondence independently for letters, reports, brochures, and memorandums, including materials of a confidential nature.
- Maintain manual and electronic documents, files, and records related to assigned activities, including letters, minutes of meetings, student attendance, William's settlement report, school key inventory, timesheets work orders, student information, and expense reimbursements; assure the timely distribution and receipt of a variety of records and reports.
- Maintain calendar, schedule appointments, arrange meetings, prepare itineraries, and make conference arrangements as needed; assist in facilitating meetings by preparing agendas, taking minutes, and preparing and distributing summaries.
- Assist assigned administrator with public relations and communications as directed.

- Initiate and receive telephone calls; screen and route calls and emails; take and relay messages; explain organizational policies and procedures; resolve issues as appropriate; receive, route, and distribute mail.
- Present information on administrative procedures, including department and program policies and submission procedures; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitor a variety of activities on behalf of assigned administrator as assigned, including student transportation, contracts and service agreements, purchase orders, and designated instructional services (DIS) for special education staff.
- Reconcile account balances for assigned budget categories and maintain accurate account balances.
- Input data into an assigned computer system; generate a variety of queries and spreadsheets related to assigned activities; assure accuracy of data.
- Receive, inventory, and supervise delivery of department purchases.
- Arrange for repair or office and instructional equipment.
- Prepare and submit items for the Board agenda items.
- Provide assistance to parent organizations and serve on school committees as appropriate.
- Train new clerical or substitute staff as needed.
- Operate a variety of office equipment including a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Operation of a computer and assigned software programs, including Word, Excel, and student information systems for entering and retrieving data.
- District operations, policies, and objectives.
- Modern office methods, practices, and procedures.
- Basic bookkeeping practices and procedures.
- Basic budgeting practices.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Basic public relations techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Applicable laws, codes, regulations, policies, and procedures.
- Record-keeping techniques.
- Mathematic calculations.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a process or functional area at an assigned office.
- Answer phones and greet the public courteously.

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- Assure smooth and efficient office operations.
- Interpret, apply, and explain laws, codes, rules, and regulations related to assigned activities.
- Utilize a computer to input data, maintain automated records, and generate computerized reports.
- Type or input data accurately at an acceptable rate of speed.
- Maintain a variety of records, logs, and files.
- Add, subtract, multiply and divide with speed and accuracy.
- Maintain cooperative relationships with those contacted in the course of work.
- Work independently and follow through on assignments with minimal direction.
- Interact diplomatically with the public in a high volume, continuous public contact setting.
- Maintain confidentiality of sensitive and privileged information.

**Education:** High school graduation or equivalent GED, supplemented by secretarial and clerical training.

**Experience:** Two (2) years of increasingly responsible secretarial experience involving public contact.

**Licenses, Certifications, and other requirements:**

- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**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.

- Indoor/office work environment.
- Moderate noise levels.
- Significant levels of personal interaction with staff and others.
- Fast-paced work environment with changing priorities.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a desk or table.
- Perform repetitive motion related to keyboard entry or typing.
- See for the purpose of reading or observing people.
- Hear and understand speech at a normal level.
- Communicate so that others can clearly understand normal conversation.
- Reach in all directions, operate office equipment.
- Occasionally be required to lift and carry objects up to 25 lbs. in weight; bend, twist, stoop, or kneel; stand and/or walk around for extended periods of time.

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**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.