



Classification Specification

STUDENT ACTIVITIES OFFICE MANAGER

Department:	Temple City High School
Reports To:	Site Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2013, 2020

General Description:

Perform a variety of secretarial and clerical accounting duties in support of the high school student activities office and the athletics department; plan, coordinate, and organize a variety of office activities with responsibility for preparing and distributing daily bulletin; oversee and manage student accounting and inventory functions; receive and process Associated Student Body (ASB) funds for all site programs and clubs; and coordinate the flow of communication and information for an assigned program; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

Essential Duties and Responsibilities:

- Serve as the Office Manager to the athletics department and student activities; oversee all clubs on campus.
- Maintain a master calendar of activities and provide monthly updates to staff.
- Compose correspondence independently for letters, reports, brochures, awards, certificates, and memorandums, including materials of a confidential nature.
- Assist with student activities; sell tickets for all events; coordinate photographers, and picture identification cards (ID's); coordinate overnight field trips.
- Assist athletic department coaches with special projects; update sports information and online sports schedules; track approval forms; arrange transportation.
- Assist with the coordination of advance placement (AP) testing.
- Maintain calendars, 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 with tracking budget expenditures for the student activities and athletics department; provide a variety of clerical accounting duties in support of assigned department or program.
- Train and provide work direction to new clerical staff, student aides, or substitute staff as needed.

Student Activities Office Manager

- 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.
- Provide information about department, site, and district procedures or policies to staff, parents, and community members.
- Maintain records and provide reports; assure the timely distribution and receipt of a variety of records and reports.
- Input data into an assigned computer system; generate a variety of queries and spreadsheets related to assigned activities; ensure accuracy of data.
- Assist with data gathering, record keeping, and budget development.
- Prepare and maintain purchase requisitions for department/site expenditures.
- Assemble materials and prepare reports such as but not limited to monthly payroll, hourly/stipend pay, staff attendance, and sub-finder reports.
- Receive, inventory, and supervise the delivery of department/site purchases.
- Submit items for the board of education agenda.
- 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.

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.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic budgeting practices.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Basic public relations techniques.
- Basic mathematic calculations.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of secretarial and clerical accounting duties to relieve an assigned supervisor.
- Type or input data accurately at an acceptable rate of speed.
- Provide a variety of clerical accounting duties in support of assigned department or program.
- Answer phones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs, and files.
- Compile and maintain accurate records and reports.
- Make arithmetical calculations with speed and accuracy.
- Operate a variety of office equipment including a computer and assigned software.
- 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 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 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 motions 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 carry and lift objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel.
- May occasionally be required to stand and/or walk around for extended periods of time.

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.