

Position:	Office Manager	FLSA: Non-exempt
Department:	Assigned Comprehensive High School Site	Salary Grade: 18
Reports to:	Principal or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The Office Manager is a senior-level school site secretarial position at a high school office. The Office Manager coordinates, organizes, and oversees the office/clerical, library/textbook room, attendance and health services of a comprehensive high school and performs responsible and complex administrative support duties for a Principal and other site administrators. In general, the Office Manager has functional responsibility for the high school office leadership, information flow, and secretarial services at a school office. The Office Manager also serves as a mentor/trainer to other site-based support staff in areas such as, but not limited to office flow, organization and automation. When needed, the Office Manager may also perform the duties of other secretarial employees (such as School Secretary I, II, III) within the assigned school administrative office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Can plan, organize, oversee and coordinate professional development, with the site principal, for the sites clerical staff.
- Coordinate the high school’s office activities acting as contact and reference source for staff, students, parents, and the public.
- Facilitate communications regarding school activities, events and timelines to relieve the Principal of routine administrative detail.
- Under the direction of a supervisor, the Office Manager guides and monitors routine work completed by other support staff.
- Organize and assign work to optimize support staff time that is available.
- Resolve routine matters, prepare and refer calls to appropriate personnel on complex issues.
- Assign and perform secretarial/administrative support duties for the Principal and other site-based administrators.
- Schedule appointments and maintain calendars.
- Arrange meetings. Notify participants, prepare agenda and materials, record minutes, transcribe and distribute as directed.
- Assist in the preparation of the school budget. Organize budget and financial material to monitor expenditures and maintain accurate fiscal records for programs and audits.
- Perform research and statistical data as directed by the Principal. Compute and compile information and reports.
- Independently respond to routine letters, emails, and general correspondence.
- Prepare from rough drafts, verbal instructions, or independent research, a variety of materials including letters, announcements, brochures, memoranda, forms, reports, and statistical data
- Monitor assigned activities and program components to ensure compliance with financial, legal, and administrative requirement.
- Assist with resolving low-level issues on behalf of assigned administrator
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of a School Secretary I, II and III
- Critical thinking and problem solving skills
- Time management, organizational and prioritization skills
- District and school policies and procedures
- Accounting and bookkeeping skills
- Modern office practices, methods and equipment, including computer equipment.
- Principles and procedures of record keeping
- Office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing
- Facilitating problem-solving processes
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Human relations skills to work productively and cooperatively with diverse groups within and outside the District
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Manage multiple priorities with frequent interruptions
- Diffuse and manage volatile and stressful situations
- Promote and follow District policies, school site and department procedures
- Independently perform all of the duties of the position
- Accurately take and transcribe notes and/or meeting minutes/recollections
- Interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator of a variety of administrative details
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Plan, organize and prioritize work in order to meet schedules and timelines
- Communicate using patience and courtesy, and in a manner that reflects positively on the District

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate
- Sufficient visual acuity to recognize words, letters and numbers
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone
- Normal physical strength and endurance for standing, sitting, bending, or walking

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school plus additional vocational or college courses in business or a related field and four years of general clerical experience requiring frequent public contact preferred. Experience at the School Secretary III level preferred.

LICENSES AND CERTIFICATES

- First Aid/CPR certificate
- Typing certificate for 45 wpm