



# South Lane School District

## Job Description

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**Job Title:** Office Manager IV  
**Assignment:** Department  
**Reports To:** Supervisor  
**Evaluated By:** Supervisor

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### JOB SUMMARY

This position is responsible for managing the department office, maintaining records, providing general administrative office support and greeting patrons. Handles daily work pressures, requiring a volume of work which must be completed within a specified period of time. Technical knowledge particular to the department is necessary to perform duties, and to fill in for department employees.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
  2. Provides administrative support to supervisor/department including, but not limited to preparation of presentations, memos, newsletters, publications, budget tracking, calendar management and correspondence to staff, parents, students and community members.
  3. Coordinates all functions of the office, and communicates in various ways.
  4. Interacts thoughtfully and courteously with all patrons and resolves conflict in a professional manner.
  5. Coordinates substitutes for all staff as required.
  6. Performs general office duties including answering multi-line phones, ordering supplies, completing work orders, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
  7. Directs and maintains site financial operations, including leave accounting, payroll, purchase orders, writing checks, making deposits, balancing and reporting.
  8. Manages special projects and events as assigned by supervisor.
  9. Appropriately maintains and secures highly confidential records and inquiries.
  10. Maintains appropriate certifications and training hours as required.
  11. Attends work regularly and is punctual.
  12. Provides direction to other employees as assigned by supervisor.
  13. Coordinates and performs technical services specific to department where assigned
  14. Provides support to colleagues, and fills in for them as necessary.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Troubleshoots, coordinates services and supplies of office machinery (copy, fax, etc.)
2. Attends all relevant staff meetings and in-service trainings.

3. Coordinates travel and assist with other administrative needs.
4. Updates bulletin boards and calendars.
5. Reports issues to authorities as necessary.

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### SUPERVISORY RESPONSIBILITIES

Direct and coordinate the work of other staff under the direction of the supervisor. All employees may have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and minimum two years related experience in typing, general clerical and/or training or equivalent combination of education and experience. Associates Degree preferred. Ability to accurately enter and retrieve computerized data. Technical skills specific to the department, and prior successful experience working in a similar department setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with others.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare a variety of complex correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to handle large amounts of money and account for monies received. Ability to perform accounting functions.
- **Reasoning Ability:** Ability to solve practical problems involving several variables in a variety of situations where only limited supervision exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school and department software, internet software, e-mail, spreadsheets, accounting and word processing software. Ability to proficiently use the following programs: MS Word, Excel, and cloud-based systems. Ability to create graphs and charts in Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, staff, colleagues, parents, members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Must possess skills necessary to fill in for other department employees (CDL for Transportation, technical skills for Technology, etc.)

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License and ability to obtain a valid CPR/First Aid card.

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### 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 is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms; use a keyboard and monitor. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must be able to lift up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

### 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 work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: Human Resources

Prepared Date: May 2017

Review Date: September 2017

I have read and understand this job description.

**Signature:**

**Date:**

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