

**JOB DESCRIPTION**  
**Puyallup School District**  
**PAEOP Level C**

**Office Manager**

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**Purpose Statement:**

The purpose of this position is to provide administrative support in the operation of the school. This position acts as a liaison between the principal, District staff and the public; composes and reviews correspondence; answers telephone; maintains files; assists with processing documentation for the accounting, payroll, purchasing and budget departments and provides general support where needed. This position is entrusted to many confidential and sensitive issues dealing with the district, parents, students, and teachers (e.g., student and teacher discipline issues, DSHS & CPS issues, staff grievances, personal family situations/dynamics). The person must work independently to plan and organize complex work activities to ensure timely preparation of accurate reports.

**Essential functions include:**

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages; monitors calls for principal/director. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and general public.
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of providing status information.
- **Composes** documents (e.g., newsletter, correspondence, handbooks, reports, memos, agenda, minutes - often of a confidential nature, etc.) for the purpose of communicating information to students, parents, District staff and the public.
- **Responds** to inquiries from concerned students, parents, employees, and other patrons and assists in resolving problems and issues in accordance with District policies, regulations, and procedures.
- **Supports** principal/director and/or other administrative personnel for the purpose of providing assistance with the administrative functions.
- **Arranges** for assignment and release of substitute personnel in coordination with District substitute office.
- **Assists** nurses and health assistants with basic first aid and student care, as needed.
- **Assists** students and staff using the office/department in locating materials and checking materials in and out.
- **Assists** parent volunteers.
- **Coordinates** a variety of programs as requested, such as voter registration, federal survey, school pictures, school insurance and other activities, coordinates with Parent Teacher Association on a variety of activities.
- **Enrolls/withdraws** students and enters information into computer; requests/sends records from/to previous schools/school districts.
- **Establishes** and maintains accounts for associated student body (ASB), InvestEd and General revolving funds. Works with advisers to monitor their accounts and transactions.
- **Meets** with state auditor to ensure compliance with the Washington State rules and regulations.
- **Monitors** student behavior.
- **Orders** instructional materials, equipment, and supply needs for the purpose of maintaining adequate school inventory requirements.
- **Provides** lead direction to school secretarial staff.

- **Requests** and collects homework from teachers for students who are absent for more than three days for parents to then pick up.
- **Schedules** building use, activities, and events at the school building for the purpose of ensuring appropriate use of building during select times.
- **Supports** online data management systems.

**Other job functions may include:**

- **Appraises** and organizes archival materials for permanent retention.
- **Arranges** for coverage during peak work periods or absences; coordinates secretarial support for projects for the purpose of ensuring adequate staffing coverage at required times.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** the principal/director in coordination and facilitation of meeting all staff needs within the building.
- **Assists** the principal/director with monitoring the department's budget by tracking expenditures and preparing budget reports for the purpose of ensuring funds are appropriately coded to meet District/State expenditure guidelines.
- **Communicates** information to District staff and the public for the purpose of providing information on District policies, regulations, procedures, programs, and guidelines.
- **Coordinates** building employee/student accident/injury reports, informs staff of reporting procedures.
- **Creates** and maintains purchase orders to coordinate, organize, and order supplies for the school/department.
- **Determines** correct source for equipment repair needs, i.e., district maintenance, equipment representative, or private service company.
- **Evaluates** situations, including those of a sensitive or confidential nature, for the purpose of setting priorities, taking action, and/or referring to appropriate personnel for resolution.
- **Maintains** accounting records (computer and hard copy) of information; processes and maintains records.
- **Maintains** records and files for staff and student information.
- **Maintains** accounting for general building budget and ASB budget.
- **Maintains** purchasing records, manual and electronic files, receives inventories and store supplies, forms, and a variety of materials.
- **Maintains** a variety of manual and electronic documents, files, and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy.
- **Maintains** postage records; prepares and stamps outgoing mail; replenishes supplies for all office equipment with postage meter.
- **Monitors** all drills: lockdown, modified lockdown, earthquakes, fire, shelter-in-place, Canine sweep. Contacts fire department, facilities, and secondary education before and after the drills.
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally.
- **Oversees** the daily administrative operations of the school/department; provides guidance to other employees, as needed based on instructions from the principal/director.
- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job.
- **Prepares** and maintains purchasing records which includes using the district online database for purchase requisitions, order tracking, inventory arrival, and procurement of basic supplies.
- **Processes** invoices; reconciles procurement cards and checking accounts.
- **Provides** customer service to students, staff, parents, and the community providing detailed and accurate information.

- **Performs** other related duties as assigned.
- **Prepares** a variety of reports, updates, and maintains records.
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail.
- **Responds** to requests from various agencies, courts, colleges, former students, etc.
- **Submits**, monitors, and follows up on on-line work orders to facilities.
- **Takes** periodic inventory of supplies; troubleshoots minor malfunctions in office equipment.

### **Minimum Qualifications:**

#### **Education**

High school graduation or equivalent, with two years of increasingly responsible secretarial experience, preferably in a school office. Experience in school district or public agency preferred. Experience or training in computerized bookkeeping or accounting preferred. Proficiency in multiple software applications, including but not limited to: BusinessPlus, Word, Excel, and point of sale software.

#### **Knowledge and Skills**

##### **Required Knowledge, Skills, Abilities:**

- Verbal articulation of processes and detailed information required.
- Articulation of processes and detailed working documents required, using appropriate English and good grammar.
- Possesses industry specific skills for the job (i.e., relevant school district experience), related experience and training required, AA or equivalent years of experience.
- Position is frequently responsible to stay current on tools and resources used within major scope of position.
- Multi-step complex calculations required (i.e., budget/forecasting, averaging)
- Intermediate knowledge of software applications required (i.e., Destiny, BusinessPlus cash receipting and purchase orders, eSchoolPlus, Red Rover, spreadsheets, formulas)

#### **Responsibility**

- Collaborates within an internal work group and/or specific location.
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence, and persuade customers to maneuver sensitive issues of problematic situations.
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions.
- The majority of the job duties require high confidentiality of privileged information requiring advanced discretion within work group, district and outside the district (i.e., garnishments, harassment complaints, employee leaves/medical information, litigation, risk management)
- Leading and auditing others and/or the work of others within immediate work group/school

#### **Working Conditions**

- Position has frequent interruptions from multiple sources, must re-channel work efforts and priorities to meet customer needs.
- Position may assist Nurses and Health Assistants with basic first aid and student care, as needed.
- Position requires regular physical exertion associated with an office environment.

#### **Licenses/Special Requirements:**

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview.

First Aid/CPR/AED Required with 45 days of employment and while in the position.