



Franklin Pierce Schools *Job Description*

POSITION TITLE: Office Manager – College and Career Readiness

JOB SUMMARY: The College and Career Readiness Office Manager is responsible for managing the college and career education office; preparing, generating, and processing a variety of documents and reports; maintaining confidential files; maintaining director's calendar; monitoring department budgets; coordinating special projects; attending department meetings; responding to inquiries from district staff, students, parents, and public.

ESSENTIAL JOB FUNCTIONS:

- Manages the College and Career Readiness office, including organizing and prioritizing work, to ensure smooth operations and optimal customer service.
- Prepares, processes, and distributes assorted documents (e.g. purchase orders, budget, minutes, College and Career Readiness FTE's, grants, personnel information, state reports, revolving accounts, contracts, invoices, correspondence, etc.) to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Composes correspondence for the Director of College and Career Readiness.
- Inputs data into computer system (e.g. grants, purchases, etc.) to maintain current and accurate information for access by others.
- Assists Director with daily operations (e.g. provide guidance to staff on various issues in absence of Director, respond to budget inquiries, etc.).
- Maintains Director's calendar (e.g. appointments, conferences, meetings, travel, etc.).
- Monitors grants and all department budgets and expenditures to track funds and ensure compliance with district, state and federal guidelines.
- Maintains department files (e.g. College and Career advisory council, certifications, etc.) to provide accurate and available information; maintains confidentiality of files.
- Coordinates special projects, as directed.
- Attends meetings, including College and Career Readiness Advisory Council and department head meetings, to share and/or gather information.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years of office experience in a school setting preferred.
- Experience with Career and Technical Education preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to read and interpret specific rules, laws, and agreements, and apply them with good judgement.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be available to work emergency hours, i.e., start of school year, during snowstorms, or on other necessary occasions.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have knowledge of budgeting, financial, and statistical record keeping.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the College and Career Readiness Director

April 2000

Rev. December 2008

Rev. October 2016

Rev. December 2017

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