

MANAGEMENT JOB DESCRIPTION

**OFFICE MANAGER FOR THE SUPERINTENDENT AND THE
BUSINESS SERVICES AND SUPPORT DIVISION**

JOB SUMMARY:

Under the direction of the Superintendent and the Assistant Superintendent for Business Services and Support, performs highly responsible and complex administrative duties; plans, coordinates, and manages activities of divisional staff members in order to attain specific goals; coordinates communications and information; promotes teamwork and collaboration; and performs other professional duties of a specialized nature.

Directly responsible to: Superintendent
Assistant Superintendent for Business Services and Support

ESSENTIAL JOB FUNCTIONS:

- Keeps informed on policies; regulations; developments; local, state, and federal laws; assignments; and deadlines relating to the Superintendent's Office and the Business Services and Support Division.
- Works with the Superintendent and the Assistant Superintendent for Business Services and Support on specialized projects (e.g., public capital financing, legislative agendas, educational initiatives) and prepares/distributes various documents.
- Interprets policies and procedures relating to the Business Services and Support Division to officials, District staff, and the public.
- Prepares, generally confidential, materials for Board of Education meetings. Coordinates and assembles items for presentation by the Business Services and Support Division. Provides assistance and materials as needed.
- Conducts training sessions covering specified areas such as preparation of Board of Education agenda items and reports. Provides direction to assigned staff and reviews work.
- Coordinates, assembles, prepares, and distributes meeting notices, agendas, minutes, and supporting documents for the CVESD Public Facilities Financing Corporation and other committees/organizations as assigned. When necessary, posts and distributes meeting notices and agendas in accordance with Brown Act requirements.
- Works at a technical level with legal counsel, bond counsel, financial consultants, architects, contractors, etc., on items requiring Board of Education action and assists in preparing items for presentation to the Board of Education.
- Reviews Board of Education meeting notices, agendas, minutes, and supporting documents prior to publication and distribution.
- Reviews outgoing correspondence for signature by the Superintendent prepared by clerical/secretarial staff and management employees for format, grammatical construction, and accuracy.
- Assists in preparing District financial information. Assists finance staff with preparation of Board of Education agenda items; correspondence; reports; and local, state, and federal documents.
- Serves as reference person throughout the District for subpoenas, release of student and employee information/records, child custody situations, and other legal issues. Reviews various codes (e.g., California Education, Government, and Evidence Codes), Board policies, and regulations relating to these matters. Prepares District responses and works at a technical

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level with attorneys and legal agencies to support District staff and reach appropriate solutions.

- Researches and assembles technical information for the Superintendent, Assistant Superintendent for Business Services and Support, and other District staff for use with various reports, presentations, and documents.
- Maintains Board policies and administrative regulations relating to the Business Services and Support Division.
- Establishes and maintains administrative and correspondence files, confidential documents, and official records.
- Develops complex/detailed computer-generated reports, presentations, and documents utilizing a variety of computer software.
- Coordinates office communications within the Business Services and Support Division. Serves to coordinate Business Services and Support with other Cabinet divisions.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Six years of full-time experience of a secretarial nature, at least three of which have been at an administrative assistant level; experience in working in a school environment is preferred.
- Ability to type at 75 net words per minute; perform a variety of highly responsible and complex administrative work involving sound judgment, problem solving, collaboration, teamwork, and conflict resolution; lay out work for others, direct them in the work, and get them to work together effectively; relate to employees and the public in a positive manner; communicate and interact effectively and professionally under pressure; compose correspondence, reports, and materials independently; understand and give clear and concise explanations and recommendations; work independently in the absence of specific instructions; retain the confidentiality of the work assigned.
- Knowledge of local, state, and federal laws, rules, policies, and regulations (including the California Education Code and the Brown Act) affecting the work of the Superintendent and the Assistant Superintendent for Business Services and Support; CVESD department roles and responsibilities; modern office practices and equipment; personal computer applications in the Windows Office environment (e.g., Microsoft Word, PowerPoint, Publisher); business letter and report writing; English usage, spelling, grammar, and punctuation; proofreading and editing; organization and collection of data; office management techniques; principles of supervision.
- High school diploma or equivalent supplemented with business or technical (secretarial) training school.

Management Salary Schedule: Range J
BOARD APPROVED: 12-14-10
REVISION DATES: