

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	OFFICE MANAGER 1 Job Title	2.1.6. Index
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PURPOSE

To improve student achievement by performing and managing a variety of office and secretarial duties in support of an assigned small elementary school; and by providing secretarial support to a Principal.

CLASS CHARACTERISTICS

In a smaller elementary school setting, positions in this class perform journey level clerical, secretarial, record keeping, and administrative support tasks. Performs confidential secretarial duties for the school Principal. Work is performed independently, often in the absence of the Principal.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Principal. Methods of performing tasks are usually left to the judgment of the employee with the supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

May exercise technical supervision over assigned clerical positions, crossing guards and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Planning, organizing, and managing a small elementary school office including administrative, staff, and student activities; serving as a resource person regarding accounting procedures, account numbers, and other office matters.

Responding to requests for information, answering questions, providing first-level solutions to problems, explaining standardized procedures and school policies; and serving as a liaison between the Principal and other staff and the public using discretion and judgment.

Maintaining and coordinating the maintenance of a variety of clerical records including those concerned with supplies and materials, personnel, students, expenditures and general school activities.

Entering and retrieving data using a computer and word processor and/or spreadsheet software programs; developing complex records maintenance systems; maintaining records and generating reports including MUNIS, SmartFind Express (automated substitute calling system) and School Administrative Student Information (SASI).

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Office Manager 1 (continued)

Compiling information for and performing complex clerical or bookkeeping duties involved in the preparation and processing of documents and reports requiring the use of technical subject matter knowledge including budgets, student records, and other official records.

Maintaining a positive and welcoming atmosphere for students, staff and the public.

Researching, compiling and preparing routine administrative and complex clerical reports and documents; compiling, monitoring, and maintaining a variety of financial and statistical records and accounts related to school activities.

Typing, editing, and proofing correspondence, reports, and other documents; independently compiling information for and/or composing correspondence and school newsletter.

Providing school information to other District employees, students, and the general public; communicating information from the supervisor to others as required.

Providing first aid and basic health care to ill and injured students.

Scheduling and making arrangements for meetings and conferences.

May plan, assign and review the work of clerical positions.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of work organization

Pertinent rules, policies, procedures, and regulations affecting school operations and programs

Basic principles of bookkeeping and record keeping

Immunization requirements and other health-related policies and procedures

Modern office procedures and computer equipment. Proficient in all computer applications used by the district and use of the internet for school business, including Microsoft Word, Excel, Groupwise, SASI, Internet Explorer, SmartFind Express, MUNIS, Quicken, Publisher, Print Shop.

Business English, spelling, punctuation and grammar

Basic mathematics

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Ability to:

Independently plan and efficiently manage school office functions

Take independent action where required and handle unique problems

Work effectively with a service-oriented attitude in a busy school office setting subject to frequent interruptions

Multi-task with the ability to adapt quickly to changing situations. Meet pre-set deadlines

Understand, interpret and apply district policies, procedures, and regulations affecting school operations and programs

Respond in an empathetic manner in interactions with students

Prepare and maintain complex records and to prepare periodic reports from such records

Prepare and maintain moderately complex fiscal records and ledgers including budget documents

Coordinate the work of others

Compose routine correspondence

Operate a personal computer with integrated financial system access and related peripheral equipment and software including MS Word, Excel, Filemaker Pro or other database programs.

Type at a speed necessary for successful job performance

Exercise diplomacy and tact and maintain a high level of professionalism. Promote public relations

Maintain highest level of confidentiality in all matters relating to staff, students and families

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible secretarial/office management experience, encompassing a high degree of independence. One year of experience in a school office preferred.

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Office Manager 1 (continued)

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in secretarial science, office administration, word processing or related field.

Special Requirements

Possession of or ability to obtain First-Aid card. CPR certification preferred.

Work Environment:

Climate controlled office settings and exposure to moderate noise intensity levels.

High level of contact with district personnel and community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical school office setting and use standard office equipment. Stamina to frequently move from sitting position to standing, walking, stooping and kneeling. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and on the telephone.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Office Manager 1

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____