

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	OFFICE MANAGER 3	2.1.9
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of office management duties in support of a middle school; and to provide administrative and secretarial support to a Principal and administrative staff.

CLASS CHARACTERISTICS

Positions assigned to this class coordinate and participate in the clerical, record keeping, secretarial, administrative support, and accounting support tasks of a middle school office. Performs confidential secretarial duties for school administrators and coordinates full-time subordinate clerical staff who perform secretarial, general office, accounting, and records processing duties. This class is distinguished from the Office Manager 2 class on the basis of the greater responsibility to coordinate, assign, and review the work of subordinate clerical staff; and on the basis of the greater breadth and complexity of the record keeping and accounting responsibilities of the middle school office.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Principal. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned clerical personnel.

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

Planning, organizing and managing a middle school office including administrative, staff and student activities.

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.

Compiling, monitoring and maintaining a variety of financial and statistical records and accounts related to school activities including budget documents.

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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Independently composing routine and non-routine correspondence.

Managing a variety of budgets including General Fund, ASB, Federal funds and grants.

Planning, assigning and reviewing the work of assigned clerical positions; assisting in the evaluation of clerical staff.

Recording and maintaining confidential records and files.

Supervising and training student aides.

Serving as resource person regarding accounting procedures, account numbers, and other office matters.

Participating and representing the District or department on committees or task forces; providing technical assistance as necessary.

Answering questions from and acting as liaison between the Principal and other District employees, students, and the general public.

Establishing new routines and procedures; developing recommendations regarding other changes as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office coordination and supervision

Principles and practices of record keeping

Practices of basic bookkeeping

English spelling, grammar and punctuation

Principles and practices of work coordination and distribution

Modern office procedures and computer equipment

Ability to:

Independently plan and manage a moderately large school office including functions such as records maintenance and report preparation

Take independent action where required and handle unique problems

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

Work effectively with a service-oriented attitude in a busy, high-volume school office setting characterized by frequent interruptions

Multi-task with the ability to adapt quickly to changing situations.

Meet pre-set deadlines

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

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

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

Prepare and maintain accurate records and prepare reports

Plan, assign and review the work of others

Type at a speed necessary for successful job performance

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:

Three years of progressively responsible secretarial/administrative/office management experience, including work coordination responsibilities and public contact.

Training:

Equivalent to an Associate's degree with major coursework in business administration, education or a related field.

Special Requirements

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

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Work Environment:

Climate controlled office setting and exposure to low to moderate noise intensity levels. High level of contact with district personnel and the 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 remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

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

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

Signature: _____

Date: _____

Print Name : _____