

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>OFFICE MANAGER 4</b>	2.1.10
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### **PURPOSE**

To improve student achievement by performing a variety of complex office management duties in support of a high 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 high school. Performs confidential secretarial duties for administrators and manages the operations and activities of a large clerical staff. This class is distinguished from the Office Manager 3 class on the basis of the responsibility to coordinate a larger number of subordinate staff and on the basis of the greater scope and complexity of record keeping, accounting, and administrative support work.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general 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 high school including administrative, staff and student activities.

Performing complex staffing/FTE and budget analysis.

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.

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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Planning, coordinating and reviewing the work of assigned clerical personnel; assisting in the evaluation of clerical staff.

Recording and maintaining confidential records and files.

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

Supervises and trains student aides.

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

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

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

Establishes new routines and procedures within prescribed limits; develops 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 school administration and management including budgeting

Principles and practices of office coordination and supervision

Principles and practices of advanced record keeping

Practices of complex bookkeeping

English spelling, grammar and punctuation

Modern office procedures and computer equipment

**Ability to:**

Plan, organize and direct the work flow within a large office with a high volume of work

Work effectively in an office setting characterized by frequent interruptions

Respond in an empathetic manner in interactions with students, staff, and parents

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Take independent action where required and handle unique problems

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 complex fiscal records and ledgers including budget documents

Prepare and maintain accurate records and prepare reports

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

Compose routine and non-routine correspondence

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:**

Four years of progressively responsible administrative assistant or office management experience, including at least one year of work coordination responsibilities and extensive public contact.

**Training:**

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

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**Special Requirements**

May require possession of or ability to obtain First-Aid Card and/or CPR certification.

**Work Environment:**

Climate controlled office setting and exposure 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 and/or to frequently move from sitting position to standing, walking, stooping and kneeling. 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 : \_\_\_\_\_