

Chittenden Central Supervisory Union
Job Description

JOB TITLE: Office Manager
FLSA STATUS: Exempt
UPDATED: January 30, 2001

POSITION OBJECTIVE: To plan, oversee, coordinate and supervise general office operations and staff, and to perform a wide variety of key administrative functions for the Essex High School main office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, oversees, coordinates and monitors various day-to-day school administrative functions.
- Supervises two to four regular office personnel: interview and advise on hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with unusual or difficult tasks; assist with/carry out performance evaluation; bring special personnel problems to attention of supervisor; plan staffing needs and work schedules.
- Coordinates, initiates, prepares, processes, and/or monitors various financial/administrative/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by other District personnel and/or outside individuals/organizations.
- Organizes and maintains various general and specialized files and records, frequently involving cross-filing/cross-reference systems.
- Develops and maintains various logs and other manual record-keeping systems related to assigned functions.
- Compiles a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or others.
- Performs various bookkeeping functions: initiates and processes financial documents related to operating budgets, capital budgets, special accounts, and the like; monitors financial activity; organizes and maintains financial records; collects and disburses funds; prepares related reports.
- Serves as administrative liaison with students, faculty, staff, parents, alumni, vendors, and/or other key department constituency: explains policies/procedures; answers various questions; coordinates services; handles special requests or problems.
- Performs other specialized or technical administrative tasks related to the department's primary function.
- Confers regularly with immediate supervisor, other department, school and District personnel, and/or various outside individuals/organizations to plan and coordinate activities, exchange information, resolve problems, and the like.
- Assists with general office secretarial work: answer phones and perform reception duties; type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; set up meetings; photocopy; screen and distribute mail; and the like.
- Uses discretion in handling confidential information.
- Performs related duties as assigned.

SUPERVISION RECEIVED:

Works under minimal administrative supervision on broad and diverse assignments. Assignments are generally open and on-going, and/or are made periodically on a project by project basis with more frequent consultation regarding special problems. Receives some technical supervision, but generally follows established policies and precedents, requiring much independent design or choice of work methods and techniques, planning of activities, revision of approaches, and interpretation of policies, data, etc.

SUPERVISORY RESPONSIBILITIES:

Hires, evaluates, trains, assigns and directs the activities of several persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in business or other appropriate discipline plus five to six years of relevant clerical and administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired. Previous supervisory experience required including hiring, evaluating, training and directing staff.
- Broad base knowledge of general and specialized clerical and office management knowledge and skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems.
- Ability to deal effectively with a wide variety of individuals inside and outside of the District.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, parents, students, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Some bookkeeping/accounting training or experience.
- Computer Skills and Experience: Microsoft Works, Word, Excel
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands, talk, and hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.