

ORANGE UNIFIED SCHOOL DISTRICT

OFFICE MANAGER

DEFINITION

Under general supervision of a department administrator, serves as office manager, performs a variety of organizational and secretarial duties including those responsibilities of a confidential nature dealing with personnel matters, confidential student and employee information and files and payroll. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and participating in the office administrative operation. This position is usually located in a multi-employee office and oversees the work of other classified employees.

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

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by the supervising administrator.
- Handles emergencies concerning employees and/or students, making decisions independently or recommending action as appropriate.
- Performs a wide variety of secretarial work, including typing/word processing, proof reading, filing, recording information, and processing and distribution of all correspondence, much of which is of a confidential nature.
- Maintains a high degree of confidentiality regarding all aspects of the department operation.
- Manages office personnel, organizes and expedites the work flow of the department, and offers guidance and direction to other classified personnel as needed.
- Serves as a major program information resource person, acting as liaison between schools, department, district office, and other locations. Dispenses pertinent information and direction to department employees as well as to students, parents, staff, and visitors as needed.
- Establishes, maintains and insures proper use of confidential files, which may include, personnel, student, and payroll records.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the schools, district, and assigned department.
- Takes and transcribes dictation (or uses dictation equipment) for letters, memos, and reports including information of a confidential or sensitive nature.
- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for facility use.
- Exercises diplomacy in answering questions and resolves situations involving department staff and district personnel, students, volunteers, and community members through knowledge of district rules and regulations and school policies.
- Maintains and retrieves financial records, such as department budget and other accounts.

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- Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation;

Current office methods, procedures, and equipment, including receptionist and telephone techniques;

District policies, rules and regulations applicable to the department;

Numerical, alphabetical and subject matter filing systems;

Safe working methods and procedures.

Ability to:

Perform a variety of secretarial work involving use of independent judgment, accuracy, speed, and confidentiality

Relate well to a variety of individuals, including staff, students, community members, and volunteers.

Proficiently operate and maintain office equipment.

Perform secretarial work without continuous supervision and coordinate the work of others.

Maintain a professional demeanor at all times.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those in the course of work, maintaining confidentiality of specified information.

Keyboard a net corrected speed of 50 words per minute, take dictation and transcribe it accurately, or use dictation equipment with proficiency.

Set up and maintain filing systems.

Training and Experience:

Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills. Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, sit, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.