

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** Office Manager  
**WORK YEAR:** 198-260 – Days depending on site

**JOB DESCRIPTION:** *Under the general direction of the site administrator or department supervisor to provide support activities by planning, organizing, coordinating, monitoring, and participating in the daily activities of the assigned campus or department. Performs a wide variety of advanced and complex secretarial duties. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this job class direct and monitor the work of others in a lead capacity. This job class exercises responsibility for assuring that site and/or departmental activities and functions are completed in an accurate and timely manner within established schedules and time lines. This job class requires extensive staff, public, and organizational contact requiring the accurate interpretation of district/site policies, procedures, standards, and requirements. Persons employed as an Office Manager must demonstrate a desirable example of professional appearance and presence; also works positively and cooperatively with students, staff, and parents with emphasis on confidentiality and diplomacy.*

**ESSENTIAL JOB TASKS:**

1. *Responsible for daily clerical operation of site and/or department. Trains, directs, and monitors the work of other clerical support staff.*
2. *Receives, opens, sorts, and distributes mail; responds to items not requiring the personal attention of site/department administrator. Composes correspondence independently, and completes necessary filing.*
3. *Attends to minor medical needs of students and staff.*
4. *Prepares and issues student work permits.*
5. *Attends necessary staff meetings and in-service trainings.*
6. *Arranges and schedules a variety of meetings, orientations, appointments, etc.; notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.*
7. *Responsible for the general accounting procedures of the site and/or department; including but not limited to budget and student body accounting, purchase requisitions, purchase orders, and any banking related duties.*
8. *Responsible for maintenance of student school records; including but not limited to absences, cumulative folders, and report cards.*
9. *Registers new students; maintains student records and prepares reports.*

**ESSENTIAL JOB TASKS: (continued)**

10. Schedules use of site facilities.
11. Responsible for overall coordination of staff absences, including processing of industrial injury/illness claims.
12. Maintains functional and attractive physical front office environment.
13. *Serves as liaison between site/department administrator, staff, and public.*
14. *Receives incoming telephone calls and mail.*
15. *Operates a variety of standard office equipment including computer terminal, printer, copier, and calculator.*
16. *Performs other duties similar to the above in scope and function as required.*
17. *Prepares a variety of documents and materials in support of site/departmental operations including statistical reports, forms, rosters.*
18. *Responsible for student body accounting; accurate record keeping, reporting and banking for various clubs and organizations.*

**KNOWLEDGE/SKILLS/ABILITIES:**

**1. Knowledge of:**

Proper English usage, grammar, punctuation, and spelling.  
Proper office methods, procedures, and practices.  
Effective financial record keeping procedures and techniques.  
Basic school district policies, rules, and regulations.  
Computer operations and software programs; i.e. Microsoft Suite, Quicken, Excel, etc.

**2. Ability to:**

Perform duties of Secretary and Office Assistant.  
Establish and maintain effective, cooperative and harmonious work relationships with those contacted in the performance of required duties.  
Understand and follow complex oral and written instructions in an independent manner.  
Establish and accurately maintain a variety of complex records and files, and prepare related reports.  
Communicate with others in an effective and sensitive manner, both orally and in writing.  
Read, write, and speak correct English.  
Perform advanced and complex secretarial/clerical work and arithmetical calculations with speed and accuracy.  
Analyze situations and take appropriate actions regarding routine procedural matters without immediate supervision.  
Direct and monitor the work of others in a lead capacity.  
Plan, organize, and coordinate assigned tasks so as to meet established timelines.  
Accurately type at a speed of not less than 65 wpm.

**KNOWLEDGE/SKILLS/ABILITIES: (continued)**

3. A combination of any two of the following: AA Degree; or equivalent college level training; or experience in secretarial, office management, and accounting or related fields.
4. Three or more years of recent experience with software and computers in the performance of the functions of this job description.
5. Three or more years of recent experience as a secretary or office manager.
6. Valid First Aid and CPR Certification desirable.
7. Valid California driver's license, with proof of auto insurance

**SALARY:**                    **Placement on the CSEA Salary Schedule, Range I**

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

Board Approved: February 15, 2011