

COMMUNITY EDUCATION OFFICE MANAGER

DEFINITION

Under general supervision, to plan, organize and coordinate complex and responsible office activities for the Community Education Program; to perform responsible secretarial duties and relieve the principal of administrative and office detail; and to provide public relations, communication and information services.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates and prioritizes office duties and functions.
2. Performs responsible and complex secretarial/clerical tasks.
3. Acts as liaison between administration, staff, students, parents and the public.
4. Screens and routes correspondence, visitors and telephone calls, handling routine issues independently, referring to an appropriate staff member or prioritizing for principal's attention.
5. Schedules appointments and maintains principal's calendar.
6. Composes clear and concise correspondence.
7. Interprets, explains, and applies rules, policies and procedures.
8. Exercises judgment and discretion in seeking solutions to complaints and problems.
9. Maintains an automated registration and attendance program, including data entry, report generation, class lists and attendance documentation.
10. Collects and accounts for student fees.
11. Prepares school announcements and brochures.
12. Assists with budget planning and expenditure control.
13. Participates in selection of clerical staff.
14. Provides direction and training to clerical staff.
15. Maintains a variety of records and files including student, personnel, budget, and payroll.
16. Prepares a variety of forms including evaluations, personnel requisitions, teacher observations, purchase and work orders; prepares and distributes notices of school activities.
17. Orders, receives, stores, and distributes instructional and office supplies.
18. Maintains computerized student data base files.
19. Prepares attendance reports for principal's authorization and submits to payroll department.
20. Assists sick or injured students, contacting parents and emergency assistance when necessary.
21. Operates a variety of office equipment including personal computer, typewriter and calculator.
22. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures and equipment including receptionist and telephone techniques; methods and techniques of filing and record keeping; methods and techniques of public relations; correct English usage, spelling, grammar and punctuation; correspondence and report writing; standard office machines including personal computers and supporting software applications.

Ability to:

Independently perform and coordinate a wide variety of responsible secretarial work using independent judgment; operate office equipment including personal computer, typewriter and calculator; type or enter data at a speed necessary for successful job performance; independently compose correspondence and other materials; complete assignments effectively with frequent interruptions; compile and maintain

accurate and complete records and reports; interpret, apply, and explain policies and procedures; communicate effectively both orally and in writing; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and four years of increasingly responsible clerical/secretarial experience including use of personal computers and extensive public contact. Experience in an educational setting is desired.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.