
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

OFFICE MANAGER

DEFINITION OF POSITION

Under the direction of a Director or Site Administrator, works independently to provide clerical services, coordinates budget information, coordinates committee meetings, and works on miscellaneous activities and other projects as assigned. This position is part of the classified bargaining unit.

EXAMPLES OF DUTIES – Essential duties of this position may include, but are not limited to, the following:

1. Greets all visitors, determines their needs, checks appointments, and directs or escorts them to the proper person;
2. Responsible for data entry;
3. Independently prepares forms regarding student transportation, personnel absence requests, and/or other district forms;
4. Provides information concerning school programs and procedures;
5. Sorts, opens, and distributes mail;
6. Initiates and receives telephone calls;
7. Prepares purchase orders, requisitions office supplies, and maintains records of expenditures;
8. Types a variety of material including correspondence, reports, and memos;
9. Maintains student records and files;
10. Operates a variety of office machines;
11. Schedules and organizes meetings as directed;
12. Compiles and mails committee agendas and meeting notices;
13. Takes minutes at committee meetings;
14. Performs other related duties as assigned which are reasonable related to the above.

QUALIFICATIONS

1. Knowledge of business letter writing and forms;
2. Knowledge of modern office methods and practices, including word processing and filing;
3. Knowledge of English usage, correct grammar, spelling, punctuation, and composition;
4. Knowledge of basic mathematical skills to prepare a variety of reports;
5. Knowledge of Pupil Personnel Services;
6. Ability to compose correspondence or reports independently;
7. Ability to type 50 words per minute;
8. Ability to establish and maintain harmonious working relationships;
9. Ability to learn and apply rules, regulations and policies;

10. Ability to work independently in the absence of specific instructions, establishing priorities to meet deadlines;
11. Ability to learn district organization and key personnel;
12. Ability to perform a variety of complex clerical and record keeping work requiring exercise of judgment and knowledge of subject area.

PHYSICAL DEMANDS

1. Require vision (which may be corrected) to read small print;
2. Require the mobility to stand, stoop, reach, and bend;
3. Perform work which involves occasional lifting, pushing and/or pulling of objects which may weigh an approximate twenty (20) pounds;
4. Subject to inside and occasionally outside environmental conditions;
5. May be required to use vehicle in the course of employment;
6. May be required to work at a video display terminal for prolonged periods.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities required, such as:

1. Secretarial experience to a top level administrator in a school or a large corporation;
2. Experience in meeting the public;
3. Experience in an educational setting;
4. Experience in bookkeeping and budget monitoring.

EDUCATION

1. Graduation from high school;
2. Completion of college level courses in business or public administration, or in-service training appropriate to this position.

REQUIRED LICENSES/CERTIFICATES

Must possess a valid California driver's license.

OFFICE MANAGER Salary Range L

BOARD APPROVED: February 21, 2012