

Magnolia School District

OFFICE MANAGER / MAINTENANCE, OPERATIONS, TRANSPORTATION and FACILITIES (MOTF)

DEFINITION

Under the direction of Maintenance, Operations, Transportation and Facilities management personnel, performs a wide variety of responsible clerical and secretarial duties to manage office activities and assure smooth and efficient office operations; trains and provides work direction to office staff; assumes and performs related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Acts as office manager to the Site Management;
- Handles many sensitive and confidential issues requiring tact and good judgment;
- Compiles reports utilizing independent judgment in collecting, analyzing, and processing data;
- Schedules meetings and trainings (including, but not limited to, contractors, and vendors);
- Takes, gives, and refers messages to and from the public in person and by telephone;
- Answers routine correspondence;
- Assists in and tracks District Emergency Management and Safety systems and procedures.
- Prepares a variety of materials including letters, daily bulletins, weekly or monthly calendars, lists, and related information;
- Processes accident reports;
- Establishes, prepares and maintains files;
- Orders, receives, stores, and distributes supplies, materials and uniforms;
- Keeps time and attendance records of employees, including overtime, for payroll purposes;
- Manages and coordinates use of facility agreements;
- Inputs and tracks work orders;
- Oversees the department budget; verifies purchase orders, incoming bills and assigns budget numbers;
- Monitors modernization and construction projects
- Collaborates with Business Office;
- Orients substitute employees with materials and procedures;
- Trains and provides work direction and guidance to others as assigned and reviews work;
- Verifies purchase orders, incoming bills and assigns budget numbers;
- Coordinates and enters data as required by local, State and Federal mandates;
- Coordinates with school site and parents in matters regarding lost, late and sick children;
- Compiles and organizes meeting materials;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques;
- Letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, policies, rules, and regulations specific to the assignment;
- Current District office technology and software.

Ability to:

- Perform responsible secretarial and clerical work;
- Learn specific rules, laws, and policies quickly and to apply them in a variety of procedural situations;
- Handle confidential information;
- Work independently;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions;
- Use current District office technology and software;
- Accurately type at a rate of 50 words per minute;
- Maintain good public relations;
- Establish and maintain effective, respectful and cooperative working relations with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

Education

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.
- Supplemental courses in current technology and software is desirable.

Experience

- Three years of experience in clerical work, preferably in a school district.
- A background of working with the public.
- A background of working with maintenance and construction preferred.

DESIRABLE QUALIFICATIONS

- Successful clerical experiences that demonstrates an ability to perform responsible secretarial functions and oversee an office.
- Knowledge of maintenance and construction.
- Knowledge of First Aid/CPR
- Knowledge of District policies.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an office in the District Service Center as needed. The employee's primary responsibility is working with staff and various public agencies during the work day. This position may involve frequent interruption and direct contact with staff, and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This assignment will involve sitting, walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with constant interruptions and interact with staff, vendors and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 36

Revised: 4/15/74; 4/4/77; 1/7/85; 2/13/02; 4/11/05; 6/1/09; 6/19/14; 7/5/16; 2/2018

Approved: 04/2017, 04/2018

EQUAL OPPORTUNITY EMPLOYER
