

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Office Manager

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage daily office operations for an assigned department or program of the District. The position is responsible for coordinating or supervising clerical support staff, ensuring office effectiveness and efficiency, providing professional customer service at all times, and performing general administrative, clerical, bookkeeping and/or specialized duties as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides office management for assigned department, division or program, ensuring effective and efficient office operations and compliance with all applicable policies, procedures and standards of safety and quality.

Provides training, instruction and/or supervision of assigned subordinate staff; may assist in selecting new staff; coordinates workflow and provides advice and assistance as needed.

Assists in developing and implements office policies and procedures.

Provides administrative assistance to supervisors and staff by performing such duties as preparing and typing correspondence, scheduling and coordinating meetings, maintaining calendars, compiling information and preparing materials for supervisor's use, and making travel arrangements.

Answers the telephone; provides information and assistance to callers and/or forwards calls to appropriate personnel; takes messages; greets and assists office visitors.

Receives, reviews and responds to inquiries, requests for assistance and complaints in areas of supervision.

Establishes and maintains effective and efficient record-keeping systems, including hard copy files and electronic files.

Assists in researching, compiling, organizing and/or processing student, staff and/or program information, documentation or statistical data; enters and retrieves data into/from computerized record-keeping systems; maintains databases; prepares, assembles and /or distributes information and reports; researches department records, database records, internet sites and other resources as needed.

Prepares and maintains employee leave and payroll records; prepares Worker's Compensation claims as needed; prepares FTE and accident reports.

Receives, reviews, processes, prepares, types, proofreads and/or submits a variety of routine and specialized reports and documents and correspondence.

May assist in preparing and administering grants.

Receives, receipts, records and deposits various fees and other payments; processes accounts payable and receivable; assists in preparing department budget and budget documents; monitors account

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balances and prepares related reports.

Performs routine administrative/clerical work as required, including but not limited to entering and retrieving computer data, preparing spreadsheets, processing daily mail, ordering supplies and maintaining supply inventory, copying and filing documents, sending and receiving faxes, assembling materials, maintaining lists and directories.

Coordinates the maintenance and repair of office equipment; maintains inventory records.

Coordinates and/or assists with special programs or projects as assigned.

Attends training, meetings, seminars or workshops as necessary to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events. Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may provide training and instruction of others.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

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Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Supervisor/Department Head

Supervises:

N/A

PAY GRADE: From: 119A1 To: 119S02

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Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016