

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

OFFICE MANAGER

PRIMARY FUNCTIONS:

Under direction, performs a variety of responsible and complex clerical work to ensure the office is running efficiently; supervises assigned staff to support all necessary functions of the office (cashier, information and literacy assistant, attendance, registration, etc.); assists the principal or site administrator by orchestrating workflow and ensuring the office delivers excellent customer service; and performs related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supervises, oversees, processes, trains and/or supports all accounting functions for site accounts (petty cash, student body, etc.), which includes reconciliation, deposits, issuing receipts, audits and reports.
- Supervises, oversees, processes, trains and/or supports student attendance functions, which includes data validation, audits and reports.
- Supervises, oversees, processes, trains and/or supports the information and literacy assistant in the library, which includes processes for issuing out textbooks, collection of textbooks, textbook inventory, textbook accounts, ordering textbooks and library support services.
- Supervises, oversees, processes, trains and/or supports student enrollments, drops, adds, transfers, graduations, activities, field trips, etc.
- Supervises, oversees, processes, trains and/or supports the district's absence verification system, which includes verifying staff are present, obtaining classified/certificated substitutes, ensuring substitutes are paid correctly, verifying/approving absences, creating vacancies, absences are reported correctly, etc.
- Supervises, oversees, processes, trains and/or supports all mail processes, which includes processing incoming mail, distribution of mail, report card distribution, progress report distribution, preparing letters on behalf of site administration, creating/distributing flyers, etc.
- Communicates with internal/external customers via drop-ins, phones, emails, letters and other communications to support effective and efficient school operations.
- Creates, prepares, maintains and updates staff files/records at assigned site.
- Creates, prepares, updates, modifies and distributes site's calendar that denotes district/site events, activities, school year calendar, etc.
- Ensures appropriate district facility permits are completed and filed for scheduled events.
- Maintains and orders inventory of office supplies.
- Manages all aspects of the daily operations of the school office.
- Trains, directs, guides, coaches, supports and disciplines assigned staff.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Organization and management principles.
- Generally accepted accounting, student attendance and office management principles, practices and record keeping.
- Interpersonal relations skills using tact, patience, and courtesy.
- Correct English usage, spelling, grammar, punctuation, and mathematics.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Computer skills in word processing, spreadsheets and databases such as Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Complex letter preparation and processing data for various reports.
- Modern business practices and district authorized software to complete duties, tasks and responsibilities.
- Effective reading, writing and communication skills.
- California Education Code.
- School and district policies, rules and regulations.

Ability to:

- Read, interpret, apply and enforce applicable laws, rules, policies, regulations, etc.
- Prepare and maintain accurate and complete records.
- Use appropriate software and programs to perform tasks, duties and responsibilities.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent.

Experience:

- Three (3) years of broad, varied and increasingly responsible clerical work, which includes at least one year in a school district or public employer.
- Demonstrated high level of customer service with the public.

- Demonstrated ability to process cash and assets in a fast paced environment with strict accountability.

Licenses or Certificates Needed:

- Possession of a valid California Driver’s License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment, primarily.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, stand, stoop, sit and carry sufficient to perform tasks, duties and responsibilities.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively.
- Bend at the waist, twist, pull, climb, squat and/or kneel to perform tasks, duties and responsibilities.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate office equipment and computers.
- Lift objects up to 25 pounds.

SALARY:

Schedule: 4
Salary Range: 64

Approved by the Human Resources Department
Approved by the Board of Education: June 29, 2016