

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

OFFICE MANAGER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Post-secondary business secretarial skills training or equivalent work experience.
- (3) Five (5) years successful secretarial experience.
- (4) Experience in coordinating / supervising the work of others.
- (5) Demonstrated ability to work effectively and courteously with others and accurately with figures.
- (6) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of business machines. Computer proficiency. Good oral and written communication skills. Problem-solving skills. Quick learner. Confidentiality. Bookkeeping skills. Cooperation / teamwork. Organizational skills.

REPORTS TO:

Principal

<p>JOB GOAL</p> <p>To maintain a positive, friendly attitude and promote a smooth running, effective office operation.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

OFFICE MANAGER (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assign duties and supervise work of clerical office personnel.
- * (2) Assume responsibility for payroll.
- * (3) Keep internal accounts.
- * (4) Maintain confidential files.
- * (5) Perform bookkeeping tasks.
- * (6) Act as personal secretary to the Principal.
- * (7) Assist with telephones, inter-com, and teachers / staff.

Employee Qualities / Responsibilities

- * (8) Report to work punctually and regularly.
- * (9) Cooperate with students, parents, and peers.
- * (10) Exhibit a positive attitude while working with all employees.
- * (11) Solve problems.

System Support

- * (12) Assist the school and District in establishing and maintaining good public relations.
- * (13) Attend faculty meetings and take minutes.
- * (14) Direct students and call parents as necessary.
- * (15) Gather and organize pertinent data as needed and put in usable form.
- * (16) Perform data entry tasks as needed.
- (17) Perform other duties as assigned.

*Essential Performance Responsibilities