

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Operations & Maintenance Department Office Manager

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 40 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

Reports To: Director of Facilities or designee

Supervises: N/A

Objective: Under the guidance of the Director of Facilities, coordinates the operation of the department to ensure things run smoothly, effectively, and in a manner supportive of staff, students, and families

Performance Responsibilities:

- A. Performs receptionist duties in a friendly, helpful manner
- B. Prepares and maintains records of work orders, equipment repairs, purchase orders, and memorandums
- C. Performs word processing and filing duties and other specialized department assignments
- D. Provides first-line office machine maintenance and instructions for use to other office personnel
- E. Places and monitors Substitutes using the District's automated system, Frontline (Aesop)
- F. Assists with attendance and payroll processing, ensuring that employee time is posted and accurately reported
- G. Assists with the assignment of additional time and overtime
- H. Assists with oversight of scheduling and routing of delivery vehicles and maintenance vehicles
- I. Maintains liaison with employees in the field to gather and provide relevant information
- J. Assists in the coordination of Department uniforms, including, but not limited to, obtaining samples, processing orders, and monitoring employee compliance with requirements
- K. Assists with the fulfillment of supplies orders from buildings
- L. Schedules and coordinates elevator, fire extinguisher, range hood, and other inspections and maintains relevant records
- M. Schedules and coordinates services from external vendors and maintains relevant records
- N. Knows the duties and responsibilities of his/her Administrators and assists parents/visitors by answering questions and providing assistance to parents/visitors on those topics that may not need the direct attention of an Administrator
- O. Informs his/her Administrators of items that require his/her attention
- P. Serves as a backup to Department Secretaries and Accounting Clerks as needed
- Q. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement (position will be paid on the Elementary Office Manager & Head Custodian lane)

Evaluation: Performance will be evaluated by the Director of Facilities or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created/Reclassified from Secretary (with CESP input and consent) January 23, 2019