DOUGLAS
EDUCATION SERVICE DISTRICT
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JOB DESCRIPTION

TITLE: Office Manager

FLSA Status: Non-Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

Collaborates with the Douglas ESD Business Office and Human Resources to serve as Jackson County's initial contact for personnel and accounting operations. Functions as the central information source for all Jackson EI/ECSE program elements in respect to the child record database and files, Medicaid billing and office procedures. Performs independent work as administrative assistant to the Program Administrators and/or Director, applying knowledge of policies of the program, state and federal laws and those of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends work regularly and as scheduled. Possess the ability to perform all functions of the job with or without reasonable accommodation.
- Works collaboratively with Douglas ESD central office personnel regarding employment applications, personnel records, work calendars, time cards, and AESOP leave reports. Responsible for relaying information based on established agency procedures and keeping abreast on changing policies and procedures.
- Assists with the orientation of new Jackson EI/ECSE employees as directed by Douglas ESD central office HR and business office.
- Trains administrative assistants on ESD platforms, such as, ECWEB and Visions.
- Coordinates the work and work schedule of program administrative assistants.
- Delegates appropriate administrative support activities.
- Gives input as requested for the receptionist and secretaries' annual performance reviews.
- Acts as administrative assistant to the Program Director.
- Assists with monitoring program budgets and expenditures, creates and process contracts, POs, and invoices.
- Develops required quarterly reports for school districts, Douglas ESD, and ODE.
- Applies knowledge of agency rules, policies, and procedures.
- Oversees maintenance of a variety of office records.
- Establishes and maintains professional rapport with co-workers, constituent districts, and the public.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area and may be required to travel on overnight assignments.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associates degree preferred or minimum 2 years of experience in a school setting and district office work experience is preferred. Advanced demonstration and knowledge in several areas of the position.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Frequently focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents, and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Frequently makes decisions and exercises independent judgement.
- **Computer Skills:** Advanced knowledge of computer usage and MS Office 365 is required. Proficient knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to frequently work independently.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required.

WORK ENVIRONMENT

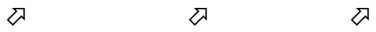
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

PHYSICAL DEMANDS

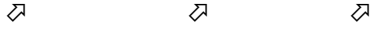
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.



Equal Opportunity Employer:

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

Employee Statement:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time, and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Employee Signature: **Date:**

_____ _____

Supervisor Signature: **Date:**

_____ _____

Salary Classification: Classified – D Level
Last Revised: May 2024