

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 41181
UNIT: White Collar
GRADE: 11
FLSA: Non-Exempt

CLASSIFICATION

Office Manager

SUMMARY: Provides administrative secretarial support and manages the activities of office personnel for a TUSD site or department. Serves as a resource to office personnel and District staff regarding site or department policies and procedures.

MINIMUM REQUIREMENTS

Five (5) years experience in a business/school office

OR

Associate's degree in a related field

AND

Three (3) years experience in a business/school office

Experience with bookkeeping and/or accounting practices and principles

Proficient Computer Skills using word processing, spreadsheet and database programs (Microsoft Office)

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Supervisory Experience

Extensive customer service experience

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Works independently and with minimal supervision to manage the work and activities in an instructional office or TUSD department. Manages completion of a wide variety of work related to operating an instructional office or department, including but not limited to registration, attendance reporting, preparing requisitions, coordinating and processing personnel actions and documents; monitoring and maintaining budgets; processing timesheets, and arranging for substitutes. May have additional functions specific to area of assignment.

Greets visitors, receives and distributes telephone calls, messages and mail. Serves as the initial point of contact. Sorts, screens and prioritizes supervisor's mail and attaches relevant information.

Manages and performs secretarial functions, including but not limited to: composing or transcribing and typing drafts, letters, memos, evaluations suspensions, reports; coordinating and maintaining calendars, master schedules, handbooks, reports and work orders; arranging conferences, events; ordering and maintaining office and instructional supplies.

Manages administrative and correspondence files including but not limited to: school enrollment by students per teacher, grade, subject and period. Manages confidential financial, personnel and student cumulative file records.

Responds to requests for transcripts as needed. Ensures filing procedures are performed in accordance with established procedures and District policies and regulations.

Coordinates specialized clerical functions and projects.

Investigates and responds to concerns and questions from parents, staff, administrators, district offices, public agencies and the general public. Serves as a reference source on district and board policies and procedures.

Manages and reconciles budgets for various activities. Monitors account expenditures. Orders equipment and supplies as approved by supervisor. Manages records of purchase orders, invoices and requisitions. Manages the inventory stock levels of office and instructional supplies.

Coordinates the property inventory of furniture and equipment.

Prepares and processes all personnel forms. Processes timesheets, ensuring accuracy and completeness. Prepares time sheets for teachers who have extra duty school activities. Makes payroll calculations as needed. Distributes paychecks.

Manages and supervises the activities of classified staff, temporary workers and student aides; provides training as appropriate. Arranges for substitute personnel such as teachers, monitors, custodians and teacher aides as needed. Inform substitute teachers of their lunchtime and planning hour. Orients and explains policy and procedures to substitutes.

Dispenses medicine to students with parental approval and help children who are hurt.

May perform other duties as assigned.

Manages the collection, deposits and records of fundraising money

MARGINAL FUNCTIONS

May serve as a Notary Public.

MENTAL TASKS

Communicating. Comprehending. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses telephone, computers, copiers, fax, printers, calculators, shredding machine, manuals, and forms.

WORKING CONDITIONS

Indoors. Office environment. Contact with public and employees and students.

CONTROL, SUPERVISION

Supervises employees and student aides.

M: JOB41181

Reviewed 2/99 – Upgraded 8/99

Revised 7/95, 3/01, 11/03, 06/04, 06/10, 12/13, 6/14