

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

OFFICE MANAGER

PRIMARY PURPOSE:

To provide direct support to the lead administrator and manage the services of a school or large district service. Provide direction to other classified staff.

ESSENTIAL JOB DUTIES:

1. Provides for the accomplishment of secretarial and clerical work of the school or department by directing secretarial/clerical staff and volunteers, and provides varied secretarial support, including correspondence preparation, file maintenance, calendar scheduling, and records/budget control.
2. Provides leadership, guidance, training, and workflow coordination for school or district program/department administrative support staff.
3. Provides for the maintenance, accounting, and regular reporting of records.
4. Assists with the annual budget preparation, both labor and non-labor; prepares annual supplies and materials order.
5. Responds to requests from central administration departments for information or assistance with distribution of materials and information.
6. Oversees the production and/or distribution of school or district program/department publications, including, but not limited to, calendars; building handbooks; school, district, and community newsletter information; and general public relations information.
7. May assist administration in interviewing and recommending candidates for administrative support positions; provides input to the administration, as requested, related to performance of other administrative support staff.
8. Maintains a high degree of confidentiality with regard to all district-related matters and records; provides a friendly, open, safe, and service-oriented atmosphere.
9. Dispenses medications under the direction of the school health consultant; maintains required documentation.

OTHER JOB DUTIES:

1. Provides assistance to other staff, as needed; maintains adequate supplies for office operations; conducts inventory as required or necessary.
2. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works directly under the supervision of the building principal or department administrator. May direct the work of other clerical support staff assigned to the office, including student volunteers. Interacts daily with school staff, other department staff, and patrons.

WORKING CONDITIONS

Daily work performed in a general office setting. Visual and mental concentration on details, dexterity, and precision required. Constant interruptions and frequent peak workloads are experienced. May be exposed to infectious diseases.

QUALIFICATIONS:

1. Knowledge of effective secretarial processes and procedures.
2. Knowledge of general office processes and procedures and the use of a variety of office equipment including a personal computer.
3. Knowledge of standard office computer applications such as MS Word, Excel, internet e-mail, or similar programs.
4. Knowledge of correct grammar, spelling, and English usage.
5. Ability to:
 - Operate a personal computer.
 - Operate modern office machines, including office copier, FAX, and calculator.
 - Maintain timely, accurate, and efficient record keeping, including preparation of reports from office records.
 - Learn new operations, procedures, processes, and use of new equipment.
 - Organize, set priorities, and work effectively under pressure.
 - Exercise sound independent judgment, including appropriate handling of confidential matters.
 - Direct and coordinate the work of clerical support staff.
 - Establish and maintain effective working relationships with students, staff, parents, and the general public.
 - Communicate effectively.
6. Effective customer service skills.
7. Effective secretarial skills.

Education and Experience

High school diploma/GED or equivalent educational experience and four years clerical or general office experience; additional related training desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

None.

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Sec

FLSA Status

Non-exempt

Wage Range

PSE

Job History

Created: 8/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.