

ROME CITY SCHOOL DISTRICT

OFFICE MANAGER (BUILDING AND GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for assisting a department head or administrator by performing various administrative tasks. The incumbent performs various management functions including, but not limited to, program planning, budgeting, personnel management and supervision, fiscal management, report preparation and program evaluation. The work is performed under general supervision of the administrator with latitude allowed for the exercise of independent judgment in carrying out assignments. An Office Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the formulation of policies and procedures for the administration of various programs;
- Assists the department head or administration in matters related to administration, budget and office procedures by conducting surveys and analyzing data;
- Prepares special administrative and financial reports as requested by the department head or administrator;
- Supervises and expedites the maintenance of records and the preparation of reports for a variety of programs;
- Participates in professional conferences and training programs;
- Inventory management;
- Project scheduling;
- CADD – Understands and utilizes design programs;
- Prepares and directs the preparation of and the filing of all documents;
- Utilizes knowledge of systems and procedures;
- Submits periodic oral and written reports;
- Works independently to increase office effectiveness
- Prepares invoices for payment and purchase orders

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of office management;
- Good knowledge of personnel management methods and procedures, organization, reporting, communication, and supervisory principles and techniques;
- Working knowledge of statistical techniques, in relation to the collection and tabulation of raw data;
- Resourcefulness in the solution of complex administrative problems

MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate Degree in secretarial science, office management, office technologies, word processing, business administration, construction management, communications or a

related field AND five (5) years of experience in the performance of office and clerical tasks, which shall have involved typing/keyboarding, two (2) years of which include supervisory experience in said department **OR**

- b. Graduation from high school or possession of a high school equivalency diploma AND twelve (12) years of experience as defined in (A) above, two (2) years of which include supervisory experience in said department.

RCSC on pending approval – Summer 2009