

CENTRAL SCHOOL DISTRICT

Job Title: Maintenance & Operations Office Manager

Occupational Group: Clerical

Reports to: Director of Maintenance & Operations

Pay Range: 27

Date of Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under minimal supervision, perform a wide variety of complex and confidential secretarial functions; carry out diverse responsibilities independently; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or its equivalent, including or supplemented by two years of clerical experience involving public contact.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice Clearance.
- Current TB test with screening every 4 years to remain up to date.

Experience:

- Two years of clerical experience including public contact.

Knowledge and Abilities:

Knowledge of:

Principles, methods, techniques and strategies of functional coordination and organization and planning; modern office methods and equipment, including modern data management, storage and retrieval systems, receptionist and telephone response techniques, letter and report writing, and proofreading; proper English usage, spelling, grammar and punctuation.

Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, regulations and operational procedures; prepare clear and comprehensive reports; interpret and apply complex policies, administrative regulations and operational procedures; ability to type accurately and proficiently; problem solve, be flexible and adjust assignments on short notice; communicate effectively with district employees and public; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; effectively uses various computer programs exclusive to the Maintenance Department; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Serve as clerical support to the Director of Maintenance and Operations and serve as the office manager dealing with a variety of sensitive matters. E
2. Prepare or coordinate preparation of information and data requested from other operational units, which may include Board agenda items. E

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ESSENTIAL & REPRESENTATIVE DUTIES (continued)

3. Attend meetings and conferences as requested and take and transcribe notes into summary minute form. E
4. Take and transcribe correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures. E
5. Serve as receptionist, answer routine inquiries and correspondence, maintain various calendars, schedule appointments and meetings. E
6. Establish and maintain complex alphabetical, numerical and subject matter files. E
7. Participate in budget planning and expenditure control procedures including invoicing and change orders. E
8. Contact outside vendors; set up appointments; obtain quotes for purchase requisitions. E
9. Coordinate timely processing of payroll information including completion and submission of time sheets to director and payroll department. E
10. Manage district-wide two-way radio system. E
11. Operate/maintain a variety of office machines and equipment. E
12. Interpret policies, regulations and operational procedures. E
13. Represent department in absence of Director of Maintenance and Operations.
14. Promptly complete and remain compliant with mandated trainings.
15. Report, respond and assist with emergency and safety issues and concerns.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs, and physical, mental and emotional stamina to endure long hour under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.