

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Department Office Manager	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-36/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under general supervision, perform complex and responsible office management duties requiring independent judgment and analysis; plan, organize, supervise and participate in the clerical operations and routine administrative details of an assigned department to deliver high professional services to sites and departments.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform complex and responsible office management duties requiring independent judgment and analysis; plan, organize, and supervise staff within an assigned department to meet the needs of the sites and departments. *E*

Perform a variety of clerical duties including but not limited to scheduling appointments, maintaining department files and records, recording and filing documents; compose and type correspondence; prepare forms; type and distribute meeting agendas; edit and proofread documents; review materials and inform department head of pertinent information in a reasonable, timely manner to provide professional services to the sites and departments; open and distribute mail. *E*

Receive and screen callers or visitors to ensure timely delivery of communication to appropriate staff, sites, departments, families or outside agencies; exercise independent judgment in resolving routine matters or directing to appropriate staff. *E*

Research legal rulings and Education Code, California Title Codes and District policies and procedures as requested by department administrators. *E*

Maintain and ensure timely and accurate scheduling of calendar, meetings, conferences and travel arrangements for assigned administrator. *E*

Prepare State reports, Board agenda items and grant and contract information for Board approval. *E*

Train, supervise, and schedule work assignments for staff and substitutes; coordinate communications between staff and administrators in a reasonable, timely manner to provide high professional services to the sites and departments; monitor and maintain accurate payroll information for department staff. *E*

Operate a variety of office equipment including but not limited to computers, copiers and fax machines.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school with two years college level course work in secretarial science or related field and four years of increasingly responsible clerical experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office practices, procedures and equipment.  
Software programs including but not limited to word processing, spreadsheet, and presentation graphics.  
Accurate record-keeping techniques.  
Correct oral and written communication usage in English, grammar, spelling, punctuation and vocabulary.  
Applicable laws, rules, Education Codes, Board policies, and District regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Department organization, operations, policies and objectives.  
Principles and practices of supervision and training.  
Telephone and receptionist techniques and etiquette.

**ABILITY TO:**

Operate a computer to enter data, maintain records and generate reports.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Accurately maintain records and prepare reports.  
Plan, organize and prioritize work to meet schedules and time lines.  
Assign and review the work of others.  
Train and supervise personnel.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Understand and work within scope of authority.  
Type at 40 words net per minute.  
Work confidentially and independently with many interruptions.  
Determine appropriate action within clearly defined guidelines.  
Learn new or updated computer systems/software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*