

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Department Office	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-36/Supervisory Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, plan, organize, supervise and participate in the clerical operations of a department to provide timely delivery of high quality services; perform complex and responsible office management work; perform a variety of accurate, timely and routine administrative details requiring independent judgment and decisions related to specific functions within an assigned department.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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 involved in planning, organizing, and supervision of clerical and other classified employees within an assigned department to meet the needs of students, staff and families. *E*

Perform a variety of clerical duties in an efficient and timely manner including scheduling appointments, making travel arrangements, recording and filing documents; compose and type correspondence; prepare forms; type and distribute meeting agendas; edit and proofread documents; open and distribute mail. *E*

Review materials and inform department head of pertinent information; screen calls, mail and visitors including families, students or teachers to answer questions or determine appropriate contact person to provide timely delivery of high quality services. *E*

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

Maintain accurate and updated calendar for assigned administrator; maintain current and accurate department files and records. *E*

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

Train, supervise, evaluate and schedule work assignments for clerical personnel and substitutes; coordinate communications between staff and administrators; monitor and maintain payroll information for department staff. *E*

Operate a variety of office equipment. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 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.
- Accurate record-keeping techniques.
- Operation of a computer and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies, objectives and goals.
- Principles and practices of supervision, training and providing work direction.

ABILITY TO:

- Plan, organize and direct the work activities and special projects of an area(s).
- Perform complex and responsible office management work.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Maintain records and prepare accurate and timely reports.
- Operate a computer to enter data, maintain records and generate reports.
- Plan, organize, prioritize and schedule work to meet schedules and time lines.
- Train, supervise, evaluate and provide clear expectations to assigned personnel.
- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures.
- Understand and work within scope of authority.
- Type at 40 words net per minute from clear copy.
- Learn new or updated computer systems/programs or skills to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Assist in sustaining and monitoring the financial viability of the district.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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