

## Office Manager

**Job Titles:** Office Manager  
**Department:** Secretarial  
**Reports to:** Building Principal/Director  
**Classification:** Non-exempt  
**Category:** Support Staff

### Summary

Office managers provide clerical support to building staff and maintain school records.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Supervise and coordinate the day-to-day operations of the office.
- Assist administrators' with correspondence, reports, and forms.
- Assist administrator with securing substitutes when necessary.
- Attend all staff meetings and transcribe minutes of each.
- Coordinate all accounting for student activities and department budgets.
- Prepare purchase orders and requisition, check in orders as needed.
- Deposit receipts on activity accounts.
- Keep daily teacher attendance and submit monthly payroll report.
- Prepare and submit state and federal reports/proposals, as necessary.
- Assist staff in maintaining building inventories.
- Update staff and student handbooks.
- Manage and maintain office equipment and supplies.
- Maintain appropriate filing procedures.
- Assist with answering phones, writing admission slips, registration process, scheduling of students, and grade reporting.
- Maintain confidentiality.
- Cross-train with office personnel.
- Other duties as assigned and/or prescribed by Maryville R-II School district policies and procedures.

### Supervisory Duties

Directs the activities of students who work in the office

### Qualifications

**Education** - High school graduate.

### Skills and Abilities

#### Language

An individual who holds this position must have the ability to:  
Read and interpret documents such as instructions and procedure manuals.  
Write simple and complex reports and correspondence.  
Speak with members of the public, students and other staff members.

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### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

### **Reasoning**

An individual who holds this position must have the ability to:  
Interpret instructions furnished in written, oral, diagram or schedule form.  
Solve problems when such problems have a variety of concrete variables.

### **Technology**

An individual who holds this position must:  
Have strong computer skills including word processing, and working with spreadsheets and databases.  
Be able to understand and submit online reports to state and federal agencies.  
Have the ability to learn new systems and software.

### **Other Skills and Abilities**

An individual who holds this position must have:  
Strong interpersonal skills and ability to work closely with a variety of staff members and the public.  
The ability to safeguard confidential information.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.