

<b>Job Title:</b>	Office Manager	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director of Maintenance	<b>Pay Grade:</b>	307
<b>Dept/School:</b>	Maintenance Buildings and Grounds	<b>Date Revised:</b>	November 7, 2016

**Primary Purpose**

Manage office operations including staff supervision and procedures for office personnel, including filing, accounts payable, payroll and scheduling.

**Qualifications****Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing scores on the District's clerical test
- Knowledge of methods, materials, and equipment used in an office environment.
- Ability to manage and train personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills
- Excellent public relations
- Ability to read, write, compute, and communicate

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Supervise, train, and evaluate office personnel in their job performance, duties and skills and promote efficient morale and teamwork.
2. Maintain confidentiality in office proceedings.
3. Effectively manages assigned staff, cross training of employees to optimize office efficiency and performance.
4. Promote positive community relations through effective communication.
5. Ensure staff meets department regulations and standards of conduct.
6. Maintain a good rapport with district employees at organizational levels.
7. Mentor staff providing constructive feedback and encouraging optimal performance.
8. Answer incoming calls and handles questions from the public, outside agencies and staff.
9. Maintain schedule of appointments and coordinates travel arrangements.
10. Attend special meetings as required.
11. Enter office budget yearly.
12. Maintain office budget and inventory of supplies and equipment.
13. Initiate requisitions needed to maintain the efficient and economical operation of the office.
14. Review mail and makes necessary distributions.
15. Schedule appointments and maintain the office calendar.
16. Appropriately utilizes the district progressive discipline plan to enhance employee performance.
17. Maintain a filing system that includes individual files of each employee.
18. Prepare payroll and oversee weekly time sheets for Maintenance Department.
19. Prepare monthly department reports for the Food Services and Engineering Department.
20. Keep the work order system updated monthly.
21. Train department and district staff on the use of the work order system.
22. Prepare, schedule and process confidential documentation for the interview process.
23. Act as benefits representative for department.
24. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise clerical staff and Materials/Parts Specialists

**Equipment Used**

Computer, printer, fax machine, scanner, copier, typewriter, adding machine, calculator, two-way radio and pager

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.