

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Office Manager – HRVHS*

Job Purpose Statement/s: The job of “Office Manager- HRVHS” is done for the purpose/s of providing confidential executive/administrative support and office management services in a high school office through the general direction of clerical staff; communicating information to staff, the public, and other districts; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. This position is responsible to independently coordinate and direct the workflow of the high school clerical staff, and provide assistance to staff through scheduled meetings and/or presentations. This position is responsible for the supervision of a minimum of four clerical employees, and is supervised by the building administrators.

Essential Job Functions:

- **Administers** assigned programs and projects (e.g. home teaching, workers compensation, safety) for the purpose of meeting district and/or state guidelines.
- **Composes** documents (e.g. correspondence, agendas, minutes, bulletins, reports) for the purpose of communicating information to school and district personnel, the public, state officials, and/or other agencies.
- **Evaluates** situations (i.e. involving other staff, students, parents, and the public) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Monitors** assigned activities and/or program components (e.g. education code, district requirements, time sheets, attendance, program budgets, critical timelines,) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Organizes** and leads quarterly clerical staff meetings for the purpose of conveying and collecting important information and reviewing policies, assigning duties
- **Prepares** written materials (e.g. brochures, newsletters) for the purpose of conveying information regarding school and/or district activities and procedures.
- **Processes** documents and materials (e.g. schedules, agendas, mail, student records) for the purpose of disseminating information to appropriate parties.
- **Provides** lead direction to clerical and support staff in the front office for the purpose of planning, assigning, reviewing and providing feedback regarding their work.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

Other Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Collects** and processes funds (e.g., lunch, student body, special projects) for the purpose of processing within the guidelines of the district, state and auditors.
- **Oversees** work assignments of others (e.g. assistants, new employees, student workers, volunteers) for the purpose of providing orientation to their job assignments.

Job Requirements - Qualifications:

- **Experience Required:** Three years of job related experience.

Continued on reverse →

Job Description - Continued
Office Manager – HRVHS
Page 2

• **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

Knowledge of rules & regulations related to assigned functions, budgeting, financial and statistical record keeping, and standard office equipment.

Abilities to sit/stand for prolonged periods, work independently, understand & carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/ hearing conversations, near visual acuity/visual accommodation.

- **Education Required:** Minimum of two years of college credit with specific courses relating to clerical duties. AA degree preferred.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; district drug screen clearance; BBP training.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input checked="" type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.