

qathet School District
Class Specification
OFFICE MANAGER III (10.12)



DESCRIPTION

Under the direction of the secondary School Principal or Vice Principal, the Office Manager III is responsible for the management of the secondary school office including the supervision of the office support staff. This position requires the ability to supervise and assign work, make decisions, act independently, and to interact positively with the staff, students, parents and the public.

DUTIES AND RESPONSIBILITIES

- Supervise, train and assign work to office support staff
- Monitor the quality, accuracy and quantity of work of those reporting to the position
- Provides input for office staff performance reviews
- Prepare and handle confidential material
- Responsible for providing school or department related services for staff, students, parents and the public
- Responsible for processing student, teacher, district, support staff and ministry related information
- Responsible for the preparation of and distribution of various correspondence
- Responsible for the maintenance of all electronic and physical filing systems
- Responsible for or assist with the co-ordination and arrangement of school events
- Responsible for the maintenance of the administrative computer program and the student information system
- Responsible for the maintenance and reconciliation of all financial information on a monthly basis
- Responsible for the ordering of supplies and equipment as required
- Responsible for the opening, screening and distribution of incoming and outgoing mail, faxes, e-mails and publications
- Perform other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position

EQUIPMENT USED

- Office machines, i.e., computer, printer, variety of software programs, copy machines, fax, calculator, postage machine, etc.

QUALIFICATIONS AND EXPERIENCE

Education

- High School graduation
- Completion of a one year accredited public post-secondary Office Administration Certificate
- Courses in basic accounting, record keeping and computer application skills
- Completion of level one in the CGA or CMA program or course equivalent

- Completion of a Supervisory or Management Skills course from a recognized post-secondary institution

OFFICE MANAGER III cont'd

Experience

- Over five years of office administration experience including:
a minimum of two years of in district "Office Manager I" experience, plus;
a minimum of two years of "Secretary" experience in a secondary public school district setting, plus;
a minimum of one year of other office administration experience including basic accounting

Knowledge

- Knowledge of the principles of supervision and leadership
- High level of knowledge and experience with the current student information system
- Knowledge of office administration including current word processing, spreadsheet, database, publishing and e-mail applications
- Knowledge of a school system and willingness to gain an understanding of district policies and procedures as they relate to the school
- Knowledge of project management
- Knowledge of records management
- Knowledge of budget preparation and control
- Knowledge of bookkeeping principles

Skills and Abilities

- Ability to supervise staff including assigning and monitoring the accuracy and quantity of work assignments
- Ability to train and evaluate staff
- Ability to organize workload, in order to coordinate and direct the administrative work of the office
- Word processing of 60 WPM
- Mathematical ability to perform job related calculations
- Ability to maintain confidentiality of sensitive information
- Effective written and oral communication skills
- Ability to prioritize work in a busy environment often under pressure and multiple demands
- Ability to work independently and as a team
- Ability to make decisions

Occupational Requirements

- Sufficient vision and hearing to perform all job duties
- Able to perform physical and mental activities related to the job duties
- Able to occasionally lift up to 10 kg (22 lbs) and operate related equipment

February 2012

