

qathet School District
Class Specification
OFFICE MANAGER-
Oceanview Education Centre (10.13)



DESCRIPTION

Under the direction of the Administrator or Departmental Manager, the Office Manager is responsible for the management of the office without the responsibility of staff supervision. This position requires the ability to make decisions, act independently, and to interact positively with the staff, students, parents and the public.

DUTIES AND RESPONSIBILITIES

- 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, ministry or provincial program related information and/or equipment.
- Assists in maintaining the provincial program equipment inventory system; including cataloguing, collecting, processing and arranging for repairs, ensuring there is appropriate storage, completing request and return orders
- Responsible for the preparation of and distribution of various correspondence
- Responsible for the maintenance of all electronic and physical filing systems
- Responsible for the co-ordination and arrangement of parent/teacher/community interviews and special 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
- 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

Experience

- Two years of recent secretarial experience in a public school setting

Knowledge

- Knowledge of a student information system (BCeSIS)
- Knowledge of office administration including word processing, spreadsheet, database 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 or department
- Knowledge of project management
- Knowledge of records management
- Knowledge of budget preparation and control
- Knowledge of bookkeeping principles

Skills and Abilities

- 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 18 kg (40 lbs) and operate related equipment

May 29, 2013