

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

OFFICE MANAGER

POSITION: Office Manager

REPORTS TO: Director

LOCATION: Various Sites

NATURE OF WORK:

This is a highly complex supervisory work guiding, coordinating, and prioritizing work performed by the office secretarial staff. The work includes assuring high quality and accuracy of work performed by other clerical employees. The work is performed under the general supervision of the Director with minimal instruction or supervision. The Office Manager may perform administrative secretarial duties for the Director.

ESSENTIAL FUNCTIONS:

- Organizes, supervises, coordinates, and establishes priorities of tasks to be performed by other clerical employees;
- Prepares biweekly payroll reports;
- Assists with annual evaluations and leave approval of secretarial staff;
- Assists in interviewing job applicants; makes hiring recommendations;
- Maintains orderly office routines; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Organizes, supervises, coordinates, and establishes priorities of tasks to be completed;
- Proofreads and edits all work completed by the secretarial pool;
- Prepares biweekly payroll reports;
- Assists with annual evaluations of secretarial staff;
- Assists in interviewing job applicants; makes hiring recommendations;
- Orders supplies and equipment; maintains adequate inventories;
- Greets visitors and answers telephone calls;
- Perform secretarial duties for the director;
- Provides training to other staff as necessary;
- Uses technology effectively to complete work;
- Maintains all necessary files for the department;
- Orders supplies and equipment; maintains adequate inventories;
- Proofreads and edits all work completed by the secretarial staff; and
- Performs other related duties as required.

QUALIFICATIONS:

Graduation from high school (or GED); further secretarial or office management training is desirable; five years of secretarial or general office experience, or two years of supervisory experience; passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment) and transcribe dictation as needed (optional), or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Ability to maintain effective working relationships with office staff, other school employees and officials, and the general public;

- Ability to communicate effectively, both orally and in writing;
- Thorough working knowledge of current technology, including office equipment and software;
- Ability to work independently without supervision;
- Ability to follow written and oral directions;
- Ability to proofread all written materials for accuracy, consistency, and correct English usage;
- Knowledge of school system reports, policies and procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to plan, organize, prioritize, coordinate, and supervise the work of others;
- Ability to evaluate the work performance of secretarial staff;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP