

**ADULT SCHOOL OFFICE MANAGER****DEFINITION**

Under direction of a adult school administrator, to perform complex and responsible secretarial work and relieve the administrator of a variety of administrative and office detail; to coordinate the secretarial and clerical services of the school and perform public relations and communications services; and to do related work as required.

**EXAMPLES OF DUTIES**

Serve as secretary and assistant to the administrator; receive and screen telephone calls, parents and visitors and incoming correspondence; maintain calendar; arrange meetings, conferences and workshops; set-up and maintain files; independently or with general instruction, compose correspondence and other communications; attend meetings, take minutes and follow-up on actions required; maintain confidentiality on sensitive matters; monitor office staff; serve as resource to employees, students and the public on information concerning school and District policies, procedures, practices, events, activities, and other information; act as liaison between the administrator's office and other employees, parents, students, and departments on-campus or in the District Office, keeping the administrator informed of problems or emergencies; maintain directories, work and class schedules and related school calendars; oversee the production and mail-out of various school materials, including newsletters, announcements, press releases, handbooks and brochures; supervise phone, information, message and reception services; maintain and monitor general school and special program budgets and expenditures; maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll and attendance; may collect and account for miscellaneous funds; may make recommendations on selection of student assistants and classified staff; and assist in the coordination of the Master Schedule, curriculum and accreditation reviews, teacher assignments and classroom observations.

**QUALIFICATIONS****Knowledge of**

Correct English, grammar, spelling and punctuation; office methods, procedures, practices; and office automation, including computer operations/word processing.

**Ability to**

Coordinate a variety of different secretarial tasks, determining the relative importance of each; re-schedule and distribute work assignments due to changing priorities; learn independently, interpret and apply written policies and procedures; review office procedures; trace clerical processing errors; learn the operations of complex departments; plan, organize and oversee the work of others; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; independently compose correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain confidential files; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills; and possess a District-approved First Aid Certificate.

Experience

Four years of progressively responsible general clerical or secretarial experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

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